



**Administrative Services Staff Meeting  
October 15, 2013**

**PRESENT:**

√ Babs Atane	√ Robert Brobst	Reuben James	√ John Wagstaff
√ Rocky Bonura	√ Tom Brown	√ Andy Nasatir	√ William Warren III
√ Julie Bourlier	√ Janice Ely	Rachelle Sasser	
vac Robert Bradshaw	√ Jo Ann Higdon	√ Michael Trevis	

Minutes from October 8<sup>th</sup> was approved.

❖ **Jo Ann:**

1. Rob – give me the timeline for the financial aid project.
2. Will – give me the timeline for the blue phones.
3. Shobhana – move the PlanNet board item under “contracts over \$83,400”.
4. Today and tomorrow Federal Nursing Accreditation Team is on campus.
5. Tom – provide an update on the device/kit.
  - a. Please add the item discussed in Cabinet on to the October Board Agenda.

Committee Reports/Division Issues:

❖ **John & Will:**

1. Paperwork for hiring the User Support Technician is in HR.
2. Linda Williams will be retiring in December 2013.
3. Gone to Sacramento on Wednesday and Thursday regarding Student Education Plan.

❖ **Tom & Rob:**

1. Letter has gone out to the Architect that was hired for the Gymnasium project.
2. Preparing for the Campus Wide Earthquake drill.
3. Sewer line within the walls in the Communications building caused some odor issues. Problem has been fixed.
4. Interview this week for the Supervisor position and temporary custodians.

❖ **Mike:**

1. Campus Police updates.
2. Discussion regarding the article in the Union newspaper. The article focused on the crime in the surrounding cities of El Camino.
3. Active Shooter training will be held at Compton on January 9<sup>th</sup> and 10<sup>th</sup>.
4. Getting ready for the Campus Wide Earthquake drill on Thursday.

❖ **Rocky:**

1. Getting ready for the Campus Wide Earthquake Drill.
2. Discussion on departments not following the ECC purchasing practices.

❖ **Julie & Andy:**

1. Starting to input textbook adoptions for Spring semester .
2. Meeting with ITS today at 3pm regarding the link for online textbook purchasing.

Meeting adjourned at 9:40