



**Administrative Services Staff Meeting  
October 21, 2014**

**PRESENT:**

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

Minutes from October 7<sup>th</sup> meeting were approved.

❖ **Jo Ann:**

1. Will be gone next week to the ACBO conference. Mike will be acting on Monday and Rocky will be acting on Tuesday and Wednesday.
2. Rocky – the President would like to have two Safety & Emergency Preparedness seminar for the campus. One session will be in the evening and one session will be at the College hour.
3. Chancellor will be recommending to the Board of Governors at the next meeting that San Francisco CCD no longer needs to be governed by a Special Trustee and it should be returned to the governing Board of the College.
4. Tom – get the agenda from the last time we were going to have a Facilities Steering Committee meeting and send it to me.
  - a. Write a draft response to the President on the Art & Behavioral Science elevator. Send it to me first.
5. Make certain at your next division meeting that you talk about your Administrative Service Outcomes.

❖ **Julie:**

1. Bookstore made a profit last year.
2. Busy with returns and with the 2<sup>nd</sup> eight week session of classes.

❖ **Will:**

1. Working on online orientation for new students.
2. Illusion will be on campus Tuesday, October 28<sup>th</sup> presenting to the Deans on the early alert system. Meeting will be from 1pm-3pm in Adm 131.

❖ **Rob:**

1. Paving project will begin next week for parking Lot L and the Manhattan roadway.
2. Found shattered glass in MBA 437 and a small hole in the wall next to the elevator on the 2<sup>nd</sup> floor of the MBA.
3. Last Friday night the division had a meeting with the night crew. All were in attendance including the nine new custodians. Meeting discussion included: information on staff and student diversity, safety, earthquake drill and introduction of new employees.

4. Planning for the relocation of the departments to the new building.

❖ **Bob:**

1. I&T – message was sent out for all deliveries to occur in the early morning hours.
  - a. Concrete poured yesterday.
2. Shops – concrete on east side today.
  - a. Wet sandblasting will occur this weekend.
3. Stadium – sandblasting was stopped due to dust blowing into the practice field and was moved to the west side.
  - a. Concrete column going up.
  - b. Working on underground utilities and miscellaneous electrical.
  - c. Project done by December 2015.
4. Student Services into DSA in January.
5. Over the holiday's move I&T and Shops.
6. Parking structure into DSA in December.
8. Gym is in design and development. Submit to DSA in January.

❖ **Tom:**

1. Channel parking will hopefully be out of DSA before the end of 2014.
2. ITS will not move until March 2015.
3. At last night's board meeting the board approved all items under Measure E.
4. Facilities Steering Committee meeting is set for November 3<sup>rd</sup>.
5. Last week met with Urban Land Institute regarding use of land.
6. Over winter holiday the HVAC in Natural Science will be dismantled and new one installed.
7. Old Shops & I&T project will begin by next spring or next summer.

❖ **Babs:**

1. Auditor was in for one day to look at Accounts Payable.
2. Last Thursday, had a meeting with the Advisory Committee at LACOE regarding moving from the PeopleSoft system into a new system. Review of the payroll, HRS and Financial Systems are in progress. Goal of this committee is to get a new web based application system at LACOE. There are ten pilot agencies in process. Cerritos is one of the pilot Colleges.

❖ **Rocky:**

1. SWACC inspection will start on Tuesday November 4<sup>th</sup>. Reminders will be sent to managers and supervisors.
2. SWACC annual meeting will be in January.

Meeting adjourned at 11:10am.