



**Administrative Services Staff Meeting
October 2, 2012**

PRESENT:

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

Minutes from September 11 was postponed.

❖ **Jo Ann:**

1. Babs – find out from the county the position control system. Call Deanna Hart at Cerritos and see if you can meet with her or her staff on better understanding position control system.
2. Janice – email the definition to Tops Code 6770.
 - a. Email a small paragraph on CoTop.
 - b. Please call the auditors that came out for the Sally Mae audit and see if they can send us a draft.
3. Researching the new Budget and Accounting Manual to see the impact to the 50% law.
4. Will – find out from financial aid office who they have been speaking to at the Chancellor’s Office and who in financial aid office has been speaking to the Chancellor’s Office. Once you know send Jo Ann an email.
5. Andy – please write an email to Dr. Arce regarding the kit that Cosmetology students have to purchase for their class. Since it is a requirement, it has to be printed on the class schedule.
6. Rocky – please come to the VP meeting and prepare the Vice Presidents for the Earthquake drill.
7. Tom - need names of the individual who have roof access.
8. John – need you to meet with Tom, Randy, Architect, contractor, and Plan Net on clarification of the scheduling for the computer move into the secondary server room. (Tom said the secondary room will be done by November 23rd.)

Committee Reports/Division Issues:

❖ **John & Will:**

1. Compton vendors are being paid timely and the project is going well.
2. Working on sending “all out bulletin” through the phone systems if colleague needs to be shut down.
3. Abtech will be doing the move of all equipment for the relocation of ITS servers.
4. Last Wednesday the SAN server was shut down and was successfully brought back up.

❖ **Rocky:**

1. October 18th at 10:18 is the largest earthquake drill in U.S. history.

❖ **Julie & Andy:**

1. Sales are holding
2. Working with Rocky on the point of sales RFQ.

❖ **Janice:**

1. Finishing the 311 report.
2. Working on the 50% law.
3. Deadline is Monday, October 8th for Mid-year TRAN submittal for December or March,

❖ **Tom B:**

1. First meeting of the Assistant Director position is today.
2. Custodial and Painter position are 12 month instead of 10 month. (Jo Ann said, if anyone get any information that does not make sense, please email or call immediately.)
3. MBA project is going well.
4. Graduation plan meeting will be tomorrow with Dr. Arce and Rory at 9am.
5. Architect went to DSA on Thursday and Friday regarding the ITS renovation.

❖ **Babs:**

1. Last week went to the Federal Compliance workshop...lot of information. Workshop was very good.
2. Working with payroll and fine tuning as we move along.

Meeting adjourned at 10:30