



**Administrative Services Staff Meeting
October 8, 2013**

PRESENT:

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

Minutes from September 10th and October 1st were approved.

❖ **Jo Ann:**

1. Group discussion regarding the Blue Poles.
2. John – review PlanNet draft proposal ASAP.

Committee Reports/Division Issues:

❖ **John:**

1. New hire for the Senior network technician should go to the November board.
2. Colleague was down last night, but should be up and running right now.

❖ **Will:**

1. Student Services will be doing dual entries of contact codes for Spring semester in SARS (current system) and reenter the new codes called SmartCodes using the new Colleague screens. Chancellor's office Student Success mandate will go into effect June 2014.
2. XAP contract expires as of June 2014. XAP is used for online admissions application and transcript. Need to meet with A&R to see how they want to proceed. (Update: A&R will keep XAP for transcript purpose only).

❖ **Bob B:**

1. Stadium bid is due on October 24th. The last addendum will be going out on the 17th. The last day for RFI and substitution is Thursday.
2. Met with Rory regarding the coordination of equipment.
3. Last week Lend Lease met with the Shops faculty regarding mechanical and electrical needs.
4. Layout framing work is continuing in the I&T building.
5. Bookstore elevator – sidewalk closure for whole or half day will occur for some concrete work.

❖ **Tom:**

1. Entire Stadium package will be going to the November board.
2. Will need a separate contract with S&K for the Natural Science project, because there is a low dollar amount remaining in the current contract.

❖ **Rob:**

1. Hired four permanent custodians. We are still down twelve temporary custodians.

2. Dust collector is almost wrapped up.
3. Inner campus road way next to Manhattan Beach needs to be redone due to tree root problem. KPFF is doing the plan scope and once that is done we will go out to bid.
4. PE 29 and Field House relocation – by November we will know how much work can be done in house and how much needs to be contracted out.
5. Financial Aid – drawing up the plan, had a meeting with William Garcia and Hortense Cooper. Review and evaluation will be done sometime in November.
6. Came up with a list of thirty eight projects worth \$300,000 for the winter intersession. The list has been forwarded to Tom for his review. After the review, we will meet with Rocky to see which ones need to be bid.
7. Planning for the sculpture to be installed.

❖ **Babs:**

1. COTOP letter went out last week.
2. PE ticket sales information was sent to you. (Update: there were twenty three citations issued).
3. Still working on getting the Theatre ticket information.

❖ **Mike:**

1. Getting an increase in calls on students with behavioral issue.
2. Starting to ticket the skateboarders today.
3. Currently installation of blue poles is occurring at Compton.

❖ **Rocky:**

1. Nine days until the Campus Wide Earthquake Drill.

❖ **Julie & Andy:**

1. New registers will be up and running the last week in November.
2. Closed the year and give the number to Janice for the 311 report.
3. Sales are constant.
4. Currently we have a third party renting the books. In the near future we would like to do our own rental program. For this to happen we need to meet with Janice to see what options we have if the books are not returned by students.

Meeting adjourned at 10:20