



**Administrative Services Staff Meeting
October 9, 2012**

PRESENT:

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

Minutes from September 11th and October 2nd were approved with minor changes.

Administrative Polices

Three Administrative Polices were brought forth to the group. The group wanted the procedures on administrative procedures emailed to them. They would also like the Board Policies associated to each of the Administrative Procedures brought to the next meeting.

- ❖ AP 6520 Security for District Personnel and Property was brought to the group for discussion:
 - Some of suggested changes are as follows:
 1. Put word “DRAFT” and the date on the document.
 2. Under item B, second paragraph after, Education Code. Add a reference to the Administrative Procedure for fixed assets.
 3. Delete the next four paragraph.
 4. Under the Key Control Process section, the group had a question as to why Vice President of Administrative Services was the final approver?
 5. Under the Key Control Process section, add a last paragraph, “Retired or terminated employees have to immediately surrender their keys to Campus Police.”
 6. Under payment of lost keys, the group would like to know what “general access” is and why it is less costly than “office keys.”
- ❖ AP 6300 Fiscal Management and AP 6200 Budget Preparation Procedure, the group has asked that the word “DRAFT” and the date on the document.
 1. Janice mentioned that she did not get a change to over these two documents, so it would be best if she and Babs went over the document and refined it to the processes at El Camino. According to Janice these two documents seem generic.
- ❖ **Jo Ann**
 1. John & Tom – by Monday, please have on a large map the phase of the Wi-Fi coming on campus as the new buildings are constructed (this assumes the Bond Measure E passes).
 2. John & Will – look back to what happened at last winter and make sure that event is not repeated. Make sure faculty can input their grades and students can pay for their classes.
 3. Janice – President would like to know how long it takes for students to get a refund check. (Janice estimates six weeks).
 - a. Babs – do a random sample of 20 students (spread out the sample).

4. There is a updated Fiscal checklist for Accreditation. Shobhana will email Janice and Babs.

Committee Reports/Division Issues:

❖ **John & Will:**

1. Last Friday met with Plan Net, Bill and other on the move to the secondary server room. Decision was made not to give out student appointment for registration for the week of November 26th through 30th. The server room will be ready on November 23rd with all certification finished.
2. Preparing to migrate to Microsoft environment.
3. Elevator in the MBA came on last week. Waiting for State certification.

❖ **Rocky:**

1. Eight more days until the Shake Out.

❖ **Julie & Andy:**

1. Working with Public Information on getting ideas for selling water at the Bookstore with ECC logo or message.
2. Getting requisitions out for Winter and Spring.
3. Is there going to be a Winter session at ECC. (Jo Ann would like an email on this topic).

❖ **Janice:**

1. Working on TRAN cash flow.
2. Waiting for a reply from Heidi.
3. Staff is preparing documents to send to the auditors.
4. Auditors will be on campus the first week of November.

❖ **Tom B:**

1. DSA approved the IT renovation.
2. October 22nd deployment of PC's in the MBA
3. Working on the swing space move of the MCS building occupants and Natural Science.

Meeting adjourned at 10:45