



**Administrative Services Staff Meeting
November 10, 2015**

PRESENT:

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

Minutes from November 3rd was approved with a minor change.

❖ **Jo Ann:**

1. On vacation on Thursday and Friday. Mike is acting VP.
2. Will & Art - need to know how many Wi-Fi points added to the Stadium Project.
3. Shobhana - send an email to Kush and Rod regarding the board packet for December meeting.
 - a. Send out the VP Equipment List to our managers.
4. Rocky - look into piggybacking for the scanning project.
5. Will - regarding the short-term classes. They want the students to be able to drop their class over the weekend even if they have owed fees.
6. Babs- look at the article from School Services that Shobhana will send you regarding STRS.
 - a. Ask me in ten days if Heidi has sent me information on the one time monies.
5. Rocky & Janice - Beginning in three weeks, President would like a update every two weeks on the spending of the equipment monies.
6. Accreditation mini visit went very well.

Committee Reports/Division Issues:

❖ **Babs:**

1. Getting all the information ready for the auditors.
2. LACOE said they will send the electronic files for the 1099 form, but we will have to provide and verify the data.
3. Need to introduce Art to the BEST team at LACOE.

❖ **Will:**

1. COTOP is due on Thursday.
2. Working on full-Time student grant report.
3. On Sunday night we will restart Colleague.
4. Currently we are testing the system before registration begins.

❖ **Rob:**

1. In two week the Natural Science roof leak will be fixed.
2. On hiring committee for electrician. Committee is currently in progress.
3. The new HVAC tech was hired, awaiting fingerprint results.
4. Need more temps for night custodian.
5. Tennis court project was bid, but there were no bidders. (Rocky said we have to do a resolution in the December board for awarding it to the one firm we have selected).

❖ **Mike:**

1. Campus Police report.
2. Very busy with active shooter training in various departments around campus.

❖ **Tom:**

1. Resolution for the Prop 39 will go into the December board.
2. Bid is going out on November 24th for parking lot C
3. Regarding the Bond sales: (Jo Ann said we would be selling in December or January. Janice said we will have a sub fund under the current bond fund).
4. We can go to the February board with account setup.

❖ **Art:**

1. Meeting at Compton on Thursday with Barbara and Rudy. Tour of campus included.
2. Continuing meeting with managers on this campus.
3. Reading through the current contracts to see what is owed to us by the vendor.
4. Received the Wi-Fi assessment on Friday. Discussions on going with vendor to decrease the contract cost. Currently it is at \$2 million.
5. Microsoft SQL conversion is being looked at currently. Talked with staff and we are in the beginning stages of clean up on the customization. We will not go live until sometime in Spring.
6. Met with the EPI team.
7. T1 line between ECC and Compton: couples of things are being done: (a) removing the orientation video stream stored on our system for better flow (the video stream will be stored at CEC), (b) increasing the bandwidth and putting new circuits and (c) moving the physical entry from Administration building to the ITech building.

❖ **Andy:**

1. Getting ready for Spring semester.
2. Julie is at a conference.

Meeting adjourned at 9:35 am.