



**Administrative Services Staff Meeting  
November 13, 2012**

**PRESENT:**

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

Minutes from November 6<sup>th</sup> was not approved.

❖ **Jo Ann:**

1. Thanks to everyone for a job well done on getting your unit plans updated on Friday.
2. ECC “self-evaluation” has started and will be done by March 2013.
3. VP’s will be continuing their discussion on budget allocation, since Prop 30 passed.
4. Policies and Procedures – a new update from CCLC was sent out a few days ago. Please look it over to see there the updates impact the three we have in Administrative Services.
5. Chancellor’s Office sent out the impact simulation of Prop 30 on Community College.
6. Andy – ECC will have a Winter session.
7. John – need your help on sending out two emails to the Datatel schools regarding Financial Aid and payment options.
8. Cal State system will be charging extra per unit for professional students.
9. In California health professionals will need bachelor’s degree.
10. ECC is only in charge of three projects at Compton: Infrastructure Phase 1, 2 and Allied Health. (Rocky – Rick Yatman is doing the advertising for Bid. Rocky said “yes”).

**Committee Reports/Division Issues:**

❖ **Will:**

1. MBA building computer installation into labs is going very well.
2. Dell will be installing the Wi-Fi. (Per Jo Ann the Wi-Fi should be finalized by November 19<sup>th</sup>).
3. Secondary server room is approaching the finish. Vector is moving the equipment.
4. Dell is installing the fire suppression system. According to S&K Engineers per code it is not required.
5. The Compton IT data center has a few things to finish off. The punch list ended three weeks ago.

❖ **Babs:**

1. Auditors were done on Friday, all went well except for one item that they need more information on. They would like information on “Instructional Service Agreement”, (Jo Ann said have the auditors talk with Dr. Arce).

❖ **Rocky:**

1. Keenan inspector finished on Friday. Today he is at BTC finishing up and then he will return to ECC. (Jo Ann would like a quick word with the inspector).
2. This Friday is the interview for the Assistant Director of Facilities and November 30 is the final interview with the President. (Shobhana will let Kathy know that Jo Ann will participate in the final interview).

Meeting adjourned at 10:25