



**Administrative Services Staff Meeting
November 17, 2015**

PRESENT:

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

Minutes from November 10th was approved with a minor change.

❖ **Jo Ann:**

1. Soon to be President was at the board meeting last night.
2. Chancellor's Office got the Board of Governors to take action to no longer use the ACCJC. The announcement for the new agency will be done in March of 2016.
3. Art & Will - the Chancellor's Office will be pushing for colleges to use Canvas software. We will not pull the plug on Etudes or My Team Sites. Also keep an eye on Gradebook; we might experience the same issues from last year.

Committee Reports/Division Issues:

❖ **Art & Will:**

1. Since the video stream got moved to CEC, it has freed up bandwidth for registration. (Jo Ann said to email the graph on the bandwidth).
2. We did put a fee hold on after Sunday.
3. Today 7am registration for Spring 2016 began and so far no issues.
4. We did do the pre-registration check and all was well. This is freeing us to work on other projects.
5. We still have departments that want to bury non-standardized equipment, even when we tell them not to.
6. The email was sent to full-time teaching faculty to choose a laptop or tablet as a replacement for their current laptop. We will send a reminder out again before the Thanksgiving holiday, so they can choose which one they want.
7. SQL conversion - Illusion will work with us. We will be moving our data over to another site while we prep, test and clean for the conversion.

❖ **Julie & Andy:**

1. Getting all textbook order entered for Spring.
2. This year the auditors are asking for different information.

❖ **Tom, Bob & Rob:**

1. Stadium project is ongoing.
2. Bid is going out on November 24 for parking lot C.
3. Lot F is ongoing. Center portion of lot F will be closed off temporarily.
5. Interview scheduled for temporary custodians and carpenter.
6. Got proposals for two projects: STEM redesign for \$17,000 and ITS add a new station for \$18,000.

Meeting adjourned at 10:15 am.