



**Administrative Services Staff Meeting
November 20, 2012**

PRESENT:

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

Minutes from November 6th and 13th were not approved.

❖ **Jo Ann:**

1. It was announced at yesterday's board meeting that President Fallo will be leaving June 30, 2013. Jo Ann encourages everyone to be part of the process.
2. Rocky – situation with student, Mike Travis has been hired to proceed. Please keep me in the loop.
3. Going back to mediation with LPA on Tuesday, November 27.
4. Rocky & Tom – need to know how much we spent to go back and correct the A# on the Natural Science remodel.
 - a. Need to do a call to Sherman on the Lend Lease contract. Would like Keith included in this meeting.
5. Rocky – issue has arisen on payment of international vendors.
 - a. Talk with Randy and Keith on the notice to Bid date on ads for Compton Allied Health Building.
 - b. We might want to put in the maximum capacity on all classroom in the new buildings.
6. Next week's Cabinet discussion is on staffing.
7. Tom – before communication goes out to the Deans on move, do a draft document and send it to myself, President and Dr. Arce for approval.
8. Bond Oversight – do might want the bylaws to say one oversight board for both Measure E's.
9. Babs – check and see if we have a performance audit and fiscal audit for the Bond funds.
 - a. Call Jennifer and ask her about the management representative letter. (Jo Ann has shared the letter with Cabinet members).
10. No picture of buildings goes into anything until the President has reviewed it first.
11. Next week a “soft grand opening” for MBA and then have another “grand opening” with ribbon cutting, etc.

Committee Reports/Division Issues:

❖ **John:**

1. Very happy with the secondary server room.

2. Walked the MBA lab classes where the computers have been put in and the desks seem small.

❖ **Tom:**

1. Interviews for two custodians position next week. Both positions are 10 month.
2. Next Friday, November 30th is the final interview with the President on the Assistant Director of Facilities.
3. Walk with the President and VP's went well.
4. DSA ok'd the STEM center.
5. Purchasing is working on Bids for Shops, STEM and IT building.
6. Email is going back and forth on the graduation location. (Jo Ann mentioned at the next VP meeting we will invite you, Rory and Tony to discuss this issue).
7. Had breakfast at CCFC with Jerry and will be meeting with Said at 2pm today.
8. Secondary server room is done.

Meeting adjourned at 11:30