



**Administrative Services Staff Meeting  
November 3, 2015**

**PRESENT:**

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

Minutes from September 1<sup>st</sup> was approved.

❖ **Jo Ann:**

1. Babs - has the emails have been sent to the part-time faculty? (Babs said yes).
2. Thursday Management Forum will be training on TracDat.
3. We are selling approximately \$80-\$100 million of our 2012 Measure E bond. We will also be doing a refunding which will give back approximately \$10 - \$15 million to the local taxpayers.
4. December 10, 2015 is our meeting with the bond ratings agency.
5. We have a new CTO - Dr. Arthur Leible.
6. Janice - please follow up regarding the student clubs and their by-laws.
  - a. Also find out how the student clubs will collect taxes when selling items at the Rodium for fundraisers.
  - b. Need to see how STRS, PERS and OPEB are show on the balance sheet. Rating agency will look at this.
  - c. Find out from LACOE regarding the sale of the \$80 - \$100 million of the 2012 bond. Will we need a separate fund?
  - d. We will have to file a special report (1099) on the actual value of the Health Insurance.
  - e. Talked with Heidi regarding how to show the one time money from State. She will send me an email on this information.
7. Art & Will - need to work with Rudy at Compton to resolve the T1 issue immediately.
  - a. Update the listing that goes to board monthly.
8. Will - what is the progress on the SQL conversion? The September minutes says you are still waiting to hear from the company. (Will mentioned that he filled out their forms last week and has not heard back from them. Jo Ann said to include Art in the phone call to the company).
9. Rob & Will - keep the cost reasonable for getting the space for the new hires in ITS.
10. Community colleges across the State are being fined for overstating their FTES from the P2 to the corrected annual report.
11. Accreditation went well. Art said the discussion with the technology committee went well. They talked about the decision making document. Per Will the discussion with the

calendar committee was also positive. They discussed the winter intersession and the days off for holidays.

12. Hot top at the ACBO conference was the change of accreditation commission from ACCJC to X (we don't know who yet!!!!).
13. ULI - Bob, I would like you to be at the next Facilities Steering Committee meeting.
14. Bob - Prop 39 project close out was discussed at last week's conference. (Bob said all of the Prop 39 projects for ECC from FY 13-14 & FY 14-15 have been closed out).

#### Committee Reports/Division Issues:

##### ❖ **Babs:**

1. Getting ready for auditors. They will be here November 16<sup>th</sup> through 20<sup>th</sup>.
2. Would you like a copy of the students account receivable? Jo Ann asked that they keep an eye on the international student account to see payment is being received or are they being exempted.

##### ❖ **Will:**

1. Looking into increasing the bandwidth between ECC & CEC. AT&T has collected all the information but has not gotten back to us.
2. Getting the refund report on students to Fiscal Services.
3. Working on priority registration tiers. Registration begins on November 17<sup>th</sup>.
4. COTOP due to Chancellors office next week.
5. Omar is working with vendor to correct the issue with Omni.
6. William Garcia wants to freeze the date for Financial Aid so students who are not registered before census will not get their second payment. (Janice said this would reduce the return to Title 5 monies).
7. Before Spring registration begins we will be restarting Colleague to clear everything out.

##### ❖ **Rob:**

1. Human Resources gave training to the supervisor's on how to evaluate employees.
2. Need to fill the following positions: HVAC, custodian and one new night custodians for ITech. (Jo Ann said to put it in your plan).
3. We are down to only one employee in the carpentry, HVAC, and electrician area.
4. Projects for winter break are: re-carpeting planetarium, resurfacing the tennis court and two other projects that are out to bid: roll up door and the sliding door replacement for music building.
5. Walked through the Student Activities Center and unbolted two windows for better air circulation.
6. Planning for group cleaning of windows and floor at winter break.
7. Told William Garcia he cannot put up curtains in the Financial Aid windows due to safety.

##### ❖ **Mike:**

1. Campus Police report.
2. Attended Student Services employee safety training and one of the issues that was brought up at the meeting was if there was some kind of software where a button can be pushed to reach campus police.

❖ **Bob:**

1. Meeting today at 10:30 regarding the Admin Building.
2. RFQ is sent out for the Prop 39 lighting project.
3. Demolition of the north end of campus is progressing.
4. Stadium completion date: December 2015
5. Lot C out of DSA today. Bid in January and on to February Board.
6. Student Services is back from DSA with comments.
7. Friday going to SEWUP board meeting for Rocky.

❖ **Art:**

1. Meeting with managers and staff members to find out what is the current situation. Getting everything on paper and then prioritizing the projects.
2. There are about forty projects outstanding.
3. Working on getting one strategic plan to the technology committee to look at, revise, and update.

❖ **Julie:**

1. Adoption for Spring semester is due by Thursday.
2. Gathering information for the auditors.
3. Gearing up for end of semester.

Meeting adjourned at 10:10 am.