



**Administrative Services Staff Meeting  
November 5, 2013**

**PRESENT:**

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

Minutes from October 15<sup>th</sup> was approved.

❖ **Jo Ann:**

1. Mike – send me the updated information on the blue poles by end of today.
2. Janice – update on the 1098T - have not heard anything back per Janice.

Committee Reports/Division Issues:

❖ **John & Will:**

1. We are in negotiation with Dell for the purchase of new machines to replace the XP.
2. Pleased with the floor plan for new offices.
3. Meeting with Financial Aid regarding the migration of information from Sally Mae to Higher 1.
4. SP 14-56 subgroup has been formed to look into the process issue.
5. Working on getting Wi-Fi on the North side of Administration Building.

❖ **Rob:**

1. Working on getting the sewer smell from the Communications building.
2. Natural Science has identified the staircase landing as a safety hazard. When there is rain fall it gets very slippery. We have put mats for the time being. Rocky is being made aware of this issue.
3. Getting estimates for campus roadway work on the Manhattan side. Once the estimate is submitted, we will meet with Rocky to get the bid out.
4. Dust collector project is closed out. Stephanie is rewriting the proposal for the purchase of the new air filtrations system.
5. New Custodial Supervisor is going to the November board.
6. Need to find a secure location for relocating ten financial aid employees until the project is completed.
7. Clearing the field house and the fencing is being put in. Will have everything wrapped up by January.
8. Ten new carts have been approved for purchase. (Jo Ann would like to have ten old carts removed from inventory).

❖ **Mike:**

1. Campus Police updates.
2. At the retiree's luncheon, the foundation announced they would be entering into a partnership for providing alternative housing for our international students. If this is done, then Campus Police needs to report crime statistics for the area of the housing.
4. Vendor came and presented product information on classroom security system.

❖ **Janice & Babs:**

1. Started the hiring process for payroll clerk. Position closes on November 14. Babs is heading the committee. We will have a name for the December board with a starting date of January 2<sup>nd</sup>.
2. Will be meeting with LA Fire Department this week or next week regarding their students getting COTOP letters.
3. The Auditors will be here the week of November 18<sup>th</sup>.
4. Working through the equipment list.
5. Met with Financial Aid regarding the financial aid disbursement. This year they had a large amount of monies disbursed and some of those payments were to students who were no shows. Because of this the return, to Title IV will be double.
6. Full-time sick leave balances have been distributed.
7. In the process of getting the part-time sick leave balances up-to-date and distributed.

❖ **Julie & Andy:**

1. New cash registers will be installed at ECC and Compton the week of November 18<sup>th</sup>.
2. Getting everything ready for the auditors.

Meeting adjourned at 10:00