



**Administrative Services Staff Meeting
November 6, 2012**

PRESENT:

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

Minutes from October 9th were approved.

❖ **Jo Ann**

1. An Accreditation team will be at ECC on Wednesday, November 14th.
2. All three Administrative Procedures need to go to College Council in November. For Administrative Procedures use the CCLC format. Since they send out changes to the AP twice a year.
3. Attending CCFC conference on November 12th & 13th. (She did not attend conference).
4. ACBO conference was great. Two presentations that I participated in: (1) With School Services and the other regarding Bonds, CAB's etc.
5. Please get caught up on your evaluations.
6. If any of you see waste at ECC, drop an email to Jo Ann.
7. Mike – don't forget to get me the statistics.
8. January 1st a new law goes into effect which will require 60 day notice be given to the classified employees before a layoff.
9. Work with Shobhana to get all of your committee minutes updated on the web

Committee Reports/Division Issues:

❖ **Will:**

1. Getting everything ready for the move to the secondary server room, (November 26-30th). (Julie had concerns on the two servers associated with the Bookstore. Bookstore will be notified before they are moved).
2. ITS will be sending out messages to the campus on the shutdown of the system. It will also be posted on the portal.

❖ **Mike**

1. A rough draft of AP 6520 is done and has incorporated the changes suggested by the group. (Jo Ann would like the Board Policy associated to this AP revised also. Look and see if we need to reference other AP in this procedure).
2. November 8th and 9th the SWACC inspector will be on campus. (Jo Ann would like to meet with the inspector on the 8th).

❖ **Julie & Andy:**

1. Auditors were at the Bookstore yesterday and all went well. They did question us on why payroll had not been paid?
2. Bookstore hours will be changed Monday – Friday closing at 6pm, since there is not much student traffic. (Per Jo Ann Julie tracked her data through sales and the number of customers that came into the Bookstore).
3. Sending an email to the campus on the changes to the bookstore hours. (Jo Ann has asked that she check with HR on any issues).

❖ **Janice:**

1. Ready for the auditors, they are here this week (Nov 5th through 9th).
2. Cashiers would like to change its window hours as well. (Jo Ann has asked that they wait).

❖ **Tom B:**

1. Preparing the MBA for the President's and VP's walkthrough on November 19th.
2. Faculty will have up until December 21st to get packed.
3. Getting things ready for the swing space.

Meeting adjourned at 10:25