



**Administrative Services Staff Meeting
December 11, 2012**

PRESENT:

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

Minutes from December 4th minutes approved with minor changes.

❖ **Jo Ann:**

1. Compton Board meeting is tonight and FCMAT will present their report.
2. Will – can you forward the drop deadline email to Admissions at both campuses.
3. President Fallo will tour the Compton Center ITS Data Center tomorrow morning around 8a.m.

Committee Reports/Division Issues:

❖ **John & Will:**

1. Accreditation Standard IIIC meeting will be next Wednesday at 2pm.
2. Installation of the MBA Wi-Fi will start in January and done by first week in February.

❖ **Julie:**

1. Getting ready for Winter session
2. Rental book are returning.

❖ **Janice & Babs:**

1. Cashier's extended their hours last Friday due to payment deadline. Over 100 students were served.
2. Drafts of the two Administrative Procedures are done. (Jo Ann has asked it be scheduled for the next meeting).
3. We will be getting the TRAN monies tomorrow.
4. Meeting is being setup sometime in January between Payroll and HR regarding responsibilities.

❖ **Tom:**

1. Working on the MBA move. All information regarding the move has been given to the Deans.
2. Furniture vendor is walking the MBA today.

❖ **Rocky:**

1. Need a meeting with everyone on the radio frequency issue. A decision has to be made before the end of the year.

Meeting adjourned at 9:45