



**Administrative Services Staff Meeting
December 3, 2013**

PRESENT:

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

Minutes from November 5th was postponed to next meeting.

❖ **Jo Ann:**

1. Vacancy list was distributed to the group. Go through the list and see if your vacant positions are there.
2. In the next few weeks come up with ideas for continues survey that can be used in each of your departments. Please keep it very simple & Short.
3. Tom & Bob – do you have the results on the post occupancy survey done with the Humanities & the Social Science building. If so, can you email me the results?
4. John - for the next meeting bring your customer satisfaction survey results.
5. Janice – have you heard anything regarding the 1098T's? (Janice said, according to the IRS we should not be hearing anything for six months).

Committee Reports/Division Issues:

❖ **John & Will:**

1. Discussion on the document imaging services. (Jo Ann has requested that the committee meet and discuss this topic).
2. ITS will be doing a farewell/holiday lunch on December 20 for Linda and Bud.
3. Approximate pricing for installation and licenses of 13 Wi-Fi units on the second floor of the Bookstore building will be \$26,000.
4. By March 2014 we will have cut over to Open CCCApply. There will be no impact to the end user.

❖ **Rob:**

1. New Custodial Supervisor started last night.
2. Working on the heating & cooling systems in the Bookstore building.
3. Financial Aid project is on hold for now.
4. Received the plan for the inner campus road way work on Manhattan side. Will look over the plan and coordinate with Rocky to get the Bid out for this project.

5. The custodial staff will only be doing routine work on winter break.
6. Night duty custodial staff is concerned that the buildings will be kept unlocked until 10pm Monday through Friday. They would like the building locked by 6pm on Friday's. (Jo Ann said she would take this request into the VP's meeting tomorrow).

❖ **Mike:**

1. Campus Police updates.
2. Will email Randy regarding the Blue Pole connection at the Compton Center.
3. Active shooter training at Compton on December 13th.

❖ **Janice & Babs:**

1. Thursday is the interview for the Payroll position.
2. Monday, December 9th is the first drop for non-payment for the Spring semester.
3. Audit is done.
4. New patch on Datatel is causing cashiering screen with student's information to go blank. (Will said the screen needs to be accessed through Web and not the desktop; he will send someone out to train the cashiers).
5. Need to setup meeting with A&R, ITS and Fiscal on how to resolve the issues with the three different summers session deadlines on refunds, drop dates and drop for non-payment dates.
6. We will be having a retirement reception on December 19th for Celia Kang.
7. The meeting with HR went well. Found out that the total number of deduction for full-time faculty should only be 10. Since we did the deduction in August, December payroll will not have any deduction taken out.
8. Discussion on the Osher Scholarship. (Jo Ann requested that Babs write an email to Katie and to cc Jo Ann).

❖ **Bob:**

1. Shops Building:
 - a. Steel is up.
 - b. Poured concrete on section of the floor last Tuesday and this Thursday will pour another section of concrete for the floor. Pouring will be done by end of month.
 - c. Deck is on top, which helped during the rain.
 - d. Project completion by fall.
2. I&T Building:
 - a. HVAC on roof.
 - b. Roofing in the next couple of weeks.
 - c. Project completion by end of next year.
3. Meeting with civil traffic architect engineer next week for pre plan, scope and schedule for Student Services building and Parking Lot C project. Two projects will be bid separately.
4. STEM
 - a. Drywall work this week.
 - b. Project completed by March and grand opening in April.

5. Bookstore Elevator steel is up.
6. Will be starting the geo technical exploration on the existing Tech Arts building and the south part of the gym.

❖ **Andy:**

1. New registers are in and working on getting a handle of all the new features it has to offer.

❖ **Rocky:**

1. Finishing the online program on the Hazardous Materials Business Plan and will need signatures.
2. December 23rd half of the staff will be on vacation. (Jo Ann said the campus will be open and offices are to remain open).
3. Need funds to repair the emergency vehicle given to ECC by the government. (Jo Ann asked to have an email sent to her).
4. We will be having a retirement reception for Lois and Beverly on December 18th afternoon.

Meeting adjourned at 10:45