



**Administrative Services Staff Meeting  
December 4, 2012**

**PRESENT:**

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

Minutes from November 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup> were approved with minor changes.

❖ **Jo Ann:**

1. Newspaper article from The Desert Sun “College of the Desert bilked state out of \$5.3M”.
2. FCMAT report on LACOE is not good.
3. The importance of getting the program planning update was discussed. Final status update on year 2011-12; do the half year update on 2012-13 and start year 2013-14.
4. Babs – please enter a plan to do staff development on federal compliance issues. A goal would be to have internal workshops on this topic.
5. Shobhana - will setup a walkthrough of the MBA building for Friday, Dec 7<sup>th</sup> at 7:30 am with Tom, John, Will and Randy to over John’s concerns.
6. John – regarding installation: “the next time (new building) you see something being installed incorrectly find me and tell me. ...we do not have the time, resources or money to redo the contractor’s work.....”.
7. Will be on vacation, outside the country from December 20<sup>th</sup> through January 1<sup>st</sup>.
8. Class with “abcd” will not be acceptable effective Fall 2013.
9. Get involved in the accreditation committees. Will be meeting with the chair and co-chair of the accreditation committee for standards IIIB, IIIC & IIID on Friday.

Committee Reports/Division Issues:

❖ **John & Will:**

1. Will discuss personnel issues with HR.
2. Loose end to tie up on the secondary server move. Thirty or so servers will be moved over MLK holiday ( January 21<sup>st</sup> ).
3. Friday morning, will be at Compton for an accreditation meeting.
4. Portal needs to be upgraded, due to Datatel not supporting the current version.

❖ **Julie & Andy:**

1. Getting ready for 2,200 or so return of rented books and book buy back for next week.
2. For John & Will – need resolution on the Compton center bookstore register that cannot read credit cards.

❖ **Janice & Babs:**

1. W-2 is being processed by LACOE and will be mailed out to employees.
2. Audit letter needs to go to the auditors by December 12<sup>th</sup>.
3. There will be some payroll staff working over the holiday vacation.
4. Drop deadline is this Friday, December 7<sup>th</sup>.
5. Cashiers will move sometime in the summer or Fall of 2013.

Meeting adjourned at 10:40