



**Administrative Services Staff Meeting  
December 9, 2014**

**PRESENT:**

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

Minutes from December 2<sup>th</sup> meeting was postponed.

❖ **Jo Ann:**

1. Will be on vacation starting Thursday, December 11 through Jan 2<sup>nd</sup>. In my absence, Tom will be acting December 11 & 12<sup>th</sup>. Rocky will be acting January 15 through 23<sup>rd</sup> and January 2<sup>nd</sup>.
2. Text from Rudy last night said the HVAC system was not working and he had to shut down the servers? Apparently the backup system to the servers did not kick in. Phone and email are down at Compton.
3. Mike – replacement of broken cameras have been approved by the VP's.
4. Rob – bring in an outside company and give me an estimate on how much it will cost for the lighting for the classroom Fine Arts.
  - a. Buy the mirror and stanchion from Fund 15. (Rob said the cost would come to \$1,200 with installation).
  - b. Verify any torn or wrinkled carpet in the Library. Give me an answer by this afternoon.
  - c. Installation of interior fencing for MU 4G. Give me an estimate today.
5. Rocky – Fire Academy communication price?
6. Smoking policy will be going to the January Board meeting.

❖ **Babs:**

1. Summer payroll (FT and PT) will take time since individual information will need to be entered separately. Checks cannot be processed by end of year.
2. STRS car allowance and stipend for individuals will need to go on the salary schedule for 2015. (Jo Ann said to get in contact with Pam Fees to see who at LACOE has great knowledge regarding payroll/STRS).
3. Cashier window and sunlight issues. (Rob said they are ordering canopy). Regarding the computer glare (Jo Ann said to ask Rocky to order amber colored sunglasses).

❖ **Mike:**

1. Bob – what is the update on the replacement radio equipment for the I&T tower. Bob said they are waiting for the itemized listing from Josh.
2. When the lighting upgrade was done on the parking lot, some had cameras installed on them. The box with the wiring was not sealed properly. The rain last week caused water to leak inside and short out the wiring. We need to seal the box and replace the coax. Approximate cost \$12,220 for replacing the wiring. (Jo Ann said to Rocky to have this charged to fund 41).

3. Found out that Sprint will no longer service the patrol car modem equipment. We have gone with Verizon and the cost is \$6,514. All of this has occurred after everything was entered into Plan Builder.
4. We have four bullet proof vests that have expired shelf life that need replacement. (Jo Ann said this will go to the VP meeting and probably come out of fund 15). Mike said we will get half of the cost reimbursed by the Federal grant.
5. Before flex day there will be an active shooter drill done at night.

❖ **Rob:**

1. HR is working on getting a list of temporary custodians and HVAC pool.
2. Punch list is being done before the move.
3. Moving the departments this week and next.
4. I&T boxes and crates have been brought in by the moving company and they will have 4 people on site for packing and coding the boxes. Starting Monday, they will have 30 people on site until the move is done.
5. Working on the track lighting for the Anthropology Museum. Cost would be about \$2,500.
6. Outside contractor will be checking on the campus roofs and cleaning the drains.
7. There is drainage issue with the STEM area. The west side got flooded with the last rain. Will check before the next rain.
8. PE 33 flooring will be done over the holidays.

❖ **Bob:**

1. Will receive the recovery schedule from Sinanian. (Keep Jo Ann informed).
  - a. Notify in writing to whoever's name is on the license of the delays in this project.
2. Shops work is being finished up. Concrete in yard will be poured this week.
3. Next week equipment is being moved.
4. Punch list is being done.
5. Shops landscape and paving this week.
6. I&T job walk on Friday.
7. Tomorrow walk Natural Science with Jean on the HVAC project.
8. Lot B blocked off for construction on the HAVC.

❖ **Rocky:**

1. Forty-eight managers came to the Management Forum last week.
2. Will be sending out information to staff to have it completed by a certain date.

❖ **Will:**

1. Online orientation for Student Services is in production.
2. No license required for Plan Builder.
3. We should have ownership of the IDF room in the CATS building and Thursday for the Industry & Tech building.
4. Cannot setup any computers until the furniture as set up in all of the buildings.
5. Committee meeting on Thursday to pick who will be interviewed for the Telecommunications Tech. Person will not be hired until sometime in February. (Jo Ann said the candidate will be hired in January).
6. Technical Serveries Supervisor position will be going out tomorrow.
7. In the process of making the holiday schedule. Some staff will be on site during the holiday. (Jo Ann said work with Mike's people). Email the schedule to Jo Ann.

Meeting adjourned at 10:30am.