



**Administrative Services - Area Council
January 31, 2012**

PRESENT:

√ Arlene Bautista	√ Mike Dalton	Rod McMillan	
Francis Baylen	√ Momi Elliott	Carlos Mena	
Neal Bennett	√ Ryan Elliott	√ Patrick Papetti	
Dan Cahill	√ Jo Ann Higdon	√ Valerie Wagner	
June Curtis	√ Miriam Ifill	√ Lisa Webb	

★ Minutes from December 20th were approved with the following changes:

1. Under Jo Ann
 - a. Third bullet: take out “s” from employment and put “s” in “ends”.
 - b. Fifth & eighth bullet: add “Compton”
 - c. Seventh bullet: change “reinstating” to say “restructuring”.
 - d. Ninth bullet: Add “In response to Compton’s request,” Babs has been loaned to Compton.
 - e. Tenth bullet: add “previously”worked with Larry previously.
 - f. Eleventh bullet: Change date from “July 15, 2012” to “July 1, 2012”
2. Under Handout of PBC meeting bullet:
 - a. First bullet: move the parentheses after faculty.
 - b. Second bullet: add “PBC meeting had a....”
 - c. Fifth bullet: capitalize “T” in Title IV.
 - d. Fifth bullet: add “For this fiscal year”
3. Under Group Discussion: add “... across the board raise since January 2008 (exception being step and column).”

★ Jo Ann Higdon

1. Welcome to Kathy Valot, she is replacing Linda Mobley.
2. Thanks to Capri and Linda, who have been putting many hours helping Compton Accounts Payable department.
3. Having Edison come out and take a look at lighting and HVAC in the Administration building to see if we qualify for some discounts.
4. Regarding the question on why a police officer is in the hallway of the Administration Building – It has been a long standing practice if there is any student issues that the Chief sees as a concern, then an officer is posted to make rounds in that building. In this case the Chief had some concerns and took the necessary measure. Reason for VP Administrative Services office being locked – since there was hardly any student traffic in the hallways and Shobhana is usually alone or in my office, we decided to keep the door locked.
5. Screening process has brought good candidates for the Compton CBO position. We will have the short list by tomorrow.
6. Regarding the retirement system and penalty – we are trying to bring in the County to help answer some of our questions and have them assist us with the deadlines.

7. Compton Infrastructure Phase I Bid will be going to the Compton Board prior to our February 21st board meeting.

Division report:

★ Momi Elliott:

1. Tom Connolly is officially retiring end of March.
2. Departments are asking for Fund 11 budget for part-time casual. Fiscal office is informing departments that decision from Cabinet has not occurred yet.

★ Arlene Bautista:

1. Bicycle and Skateboard riders are being sited. Cadets cannot stop them, only officers. First time a warning is given and the 2nd time they are sited. Cost is approximately \$150.
2. Police department has taken over the Rideshare program.

★ Kathy Valot:

1. Back door to Fiscal and Purchasing office is open and anyone can come in at anytime. On weekends or after hours there are events going on in the meeting rooms and people can walk into the Fiscal Services hallway and into payroll department without being detected. Another concern is regarding the lunch/break room, it does not have a lock so again anyone can come in.
2. Picking up some of the work that Capri does, since she is working on Compton Accounts Payable.
3. Note: When Larry Carrier was here in November, there was a lot of stress being put on everyone to make double copies of everything. Also noticed that Josie was being pulled in all different direction. There was no notice of this happening given to anyone in the Accounts Payable area.
 - a) Momi noted that Jo Ann had everyone in Fiscal Services area in one room and talked about the increased amount of work that will be needed to get the audit completed.
 - b) Jo Ann noted that neither Janice nor Tom gave her enough lead time, so she had to work with Larry to get the audit to work smoothly as possible.

★ Ryan Elliott

1. Doing some work in classrooms before Spring semester begins.
2. HR had issues with sewer smell coming from broken pipes between the walls. Got the problem fixed for HR.
3. Seeing a lot of broken pipes in building across campus.
4. Two weeks ago the piping in the Theatre broke causing some damage.

★ Valerie Wagner

1. The February 9th CPR/AED class full. There is another class scheduled for April 6th.
2. There are 19 AED units stored in the Warehouse, because there are not enough people to check on them. Got one installed at the Business Training Center.
3. Usually we replace battery on defibrillators once it gets to 40%. Training in the defibrillator is to help start the heart and keep it beating regular until paramedic arrives.

★ Lisa Webb

1. Have management come to a decision on the retirement system penalty yet? Jo Ann said it is on hold at the moment.

★ Patrick Papetti

1. There are two vendors' plans that the Bookstore is looking at for the new registers.
2. Bookstore is getting ready for Spring semester.
3. Can they get a disclaimer signage over the lockers? Some lockers are being used by people as overnight storage facility.
4. The students don't pay attention to any of the signs in front of the bookstore.

★ Miriam Ifill

1. February 6th deadline for non-payment of fees.

★ Handout of PBC meeting attachment from January 19th

Here are the highlights from each of the articles in the handout packet.

1. First article attached is Pension reform:

- a. Governor Brown's proposal.
- b. 10 out of 12 are tolerable.
- c. Best deal possible.

2. Next is Student Success information:

- a. Article talks about increasing the grade point ½ a point. So Cal Grants will be harder to obtain for students who fall short of the restrictions.

3. Next article is by Dan Walters:

- a. He talks about the Governor's tax changes and the gap between income classes and the low incomes having to pay higher taxes.
- b. Proposal is ½% increase in sales tax.

4. Next is the Budget simulation for ECC & Compton:

- a. If tax package passes no cola, no growth.
- b. If tax package does not pass then 5½% cut for Community Colleges:
- c. ECC
 - i. ECC will have a cut of \$4.5 million
 - ii. 997 total FTES cut
 - iii. 250 classes
- d. Compton
 - i. Compton will have a cut of \$1.5 million
 - ii. 334 total FTES cut

★ Other items:

1. Reserve issues:

- a. ECC is ok, but 7 to 10 community colleges are in trouble.
- b. If the reserve goes below 5% then a community college goes on the state watch. This triggers the accreditation agency to start looking into the college.

- c. If the reserve goes below 3% then a community college is taken over by the Chancellor's staff and all contracts enforced are made null. This basically means that the college cannot make payroll. A special trustee is appointed and the board of trustees is nullified.

Meeting adjourned at 10:30 a.m.