



**Administrative Services - Area Council
October 30, 2012**

PRESENT:

JD	Arlene Bautista	Michael Clifford	Ryan Elliott	Kathy Valot
	Luis Bonilla	Teresa Coulter	√ Jo Ann Higdon	Valerie Wagner
√	Francis Baylen	Mike Dalton	√ Patrick Papetti	√ Lisa Webb
	Dan Cahill	Sophie Dao		

* Approval of minutes from August 28th postponed.

* Jo Ann Higdon

1. Proposition 30 – directly benefits California Community College and K-12.
2. Proposition 38 – directly benefit K-12 and a small benefit to California Community College.
3. Handout of selected paged from the ACBO presentation talks about Proposition 30 & 38. Presentation was prepared by School Services.
4. Measure E – off work hours last Saturday spent couple of hours at the Rodium passing out flyers on Measure E. ECC has a lot of support in the community.
5. Administrative Services is working on three Administrative Procedures:
 - a) AP 6200 – Budget Preparation Procedure
 - b) AP 6300 – Fiscal Management
 - c) AP 6520 – Security for District Personnel & Property

Each area is responsible of coming up with a first draft. Three area that departments were told to look at for examples: (1) League template (ECC incorporate their change into the template. One of the positive points of the League template is that they send code change twice a year). (2) Cerritos and San Bernardino (these two campuses have good examples on the various Administrative Procedures). As we receive the drafts, we will send them to you for your review.

6. ECC is trying very hard not to furlough or layoff classified employees. The Bookstore has been backfilled by the Unrestricted General Fund. Sales at the bookstore have been going down and to reduce cost five position were identified to help with the bottom line. Three full time cashier will be moving into the Cashiering office, Buyer will be going into Business Services and an Accounting position will be going into Fiscal Services.
7. If any of you see waste at ECC, drop an email to Jo Ann. (Patrick suggested having hand dryer in the men’s restroom. Jo Ann said there will be many factors to consider if there was going to be change. Currently all mirror in the men’s restroom have been removed due to vandalism.).
8. Part-time faculty voted to get coverage under SDI. All information has been sent to the County. If payroll receives any question regarding SDI checks, refer them to Nina Velasquez.

Division report:

★ Frances Baylen

1. Computers are being setup in the MBA building. Plannet is involved in installation of computers in the MBA labs.
2. In the process of moving the servers to the secondary server room.

★ Lisa Webb

1. Since the new rule at STRS and PERS, getting all STRS & PERS contribution over the them before the 5th of every month. If payment is not made on time there will be a huge penalty to the district. (Jo Ann has asked Janice to keep a running total of the penalty and shoot her an email every month). Full-time faculty has been moved from a 10 month pay cycle to a 11 month pay cycle. Any retroactive pay will have a penalty attached to it.

★ Sophie Dao

1. Auditors will be here, Thursday November 1st through Friday, November 9th.
2. Gathering all of the information needed for the Auditors.
3. Three cashiers from the Bookstore will be coming to work in the cashier's office on November 1st.

★ Patrick Papetti

1. Redistributing the duties of the five staff members that were reassigned to other in the Bookstore.
2. Getting ready for Winter & Spring sessions. (Per Jo Ann 95% sure ECC will have Winter session. It will still occur even if Proposition 30 does not pass. If Proposition 30 does not pass, there will be no Winter session at the Compton Center).

Meeting adjourned at 9:45 a.m.