



**Administrative Services - Area Council
January 30, 2018**

PRESENT:

Luis Bonilla	Mike Dalton	√ Brian Fahnestock	√ Patrick Papetti
√ Francis Baylen	√ Sophie Dao	√ Michael Good	√ Valerie Wagner
√ Dan Cahill	√ Ryan Elliott	Christina Kato	

Minutes from November 28th approved with minor changes

❖ **Brian Fahnestock**

1. Jack Bay, new Executive Director, Facilities Planning, Operations & Construction started January 2, 2018.
3. Director of Business Services name is changed to Director of Purchasing & Risk Management. Recruitment is open and will close today.
4. Accounts Payable is moved under Fiscal Services, but physically they are still in the Purchasing area.
5. Enrollment is down for Spring semester by around a thousand.
6. Went to Budget workshop on January 17th, they are changing the business model for community colleges. Currently we are paid solely for enrollment. In the new model, we would be paid 50% for enrollment, 25% for how many low-income students are enrolled and 25% for how many certificates are awarded/how many student graduates.
7. They are planning to buy new marques.
8. P.E. is moving out of the south gym due to construction.

Division Report:

❖ **Patrick Papetti**

1. Julie is running the RFP for the Compton Bookstore transition.
2. Currently getting ready for Spring session.
3. Are we putting signage or speed bumps in Lot C & H.

❖ **Sophie Dao**

1. Drop for non-payment deadline is on February 6th.
2. Working on Winter session refund.
3. Letter going to students after payment deadline.
4. 1098T is going out to students. ITS is working on the self-service systems.
5. Request has been put in to replace the cashier window. The cashier and students cannot see each other through the window.
6. We should offer parking permits through self-services/on-line system.

❖ **Francis Baylen**

1. Getting ready for Spring semester.

❖ Ryan Elliott

1. We have three full-time plumbers.
2. Hiring six new custodians.
3. Completed the division of the women's locker room.
4. Two carpenters hired, and a trade's assistant hired.
5. Installing a dishwasher in the trainer's room inside the Stadium is complete.
6. Roof of the HAZMAT bunker is done.
7. Are we going to hang banners for increased enrollment on the bridge?
8. Can we put awning to block off the sun for the cashier's window?

❖ Valerie Wagner

1. Hazardous Material business plan is due March 15th.
2. Scheduled SWACC safety audit for end of March.
3. Sending total of five people from (I&T and Facilities) for pulmonary function test.

❖ Michael Good

1. Science fume hood is complete.
2. Working on the walk in cooler for the science department.
3. Summer project – central plan upgrade to increase capacity.
4. It will probably take five weeks to get the CDC heater delivered.

❖ Dan Cahil

1. Few openings for grounds. We can get the new employees by April.
2. Working on getting rid of weeds next to the Humanities building.
3. There is only one mechanic and getting the tools fixed is on a low priority.
4. Working on the softball field before their game begins.

Meeting adjourned at 10:05a.m.