



Administrative Services - Area Council
June 26, 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 April 24 was postponed.

❖ **Brian Fahnestock**

1. Jorge Gutierrez, Exec Dir. of Facilities and Planning Services started yesterday.
2. William Kerwin will be leaving ECC at the end of June.
4. In the near future we will be doing physical inventory.
5. In the process of getting credit cards for the campus. Anything under \$5,000, departments can charge and no PO's required.
6. In the process of getting architect to look at redoing the bookstore front area and the Manhattan area. Will be removing the lockers. (Ryan mentioned that the homeless are using the lockers in the student services building).
7. PE South we are putting in a new dance floor. Since we are running out of swing space, PE South might be good option.

Division Report:

❖ Sophie Dao

1. Fall registration is currently underway.
2. Closing the books.
3. Where are we with self-service for students?

❖ Francis Baylen

1. End of your purchases are done and now we are in the process of installing and doing maintenance of equipment in classrooms.
2. In the process of putting in the new firewall.

❖ Michael Good

1. Two employees will be going on military leave.
2. PE South the air handler is old and needs to be replaced.

❖ Michael Dalton

1. We are trying to keep up with the year-end purchases.
2. Thanks you, we got our hand trucks.

❖ Ryan Elliott

1. New plumber (Junior) did a great job in getting the central plan valve problem fixed. He is also doing maintenance of all valves on campus.
2. Locksmith and painter are busy.
3. Welder is getting the framework done for the air conditioner for Music building. All of them will be installed by end of this week.
4. PE South roof leaks.

❖ Patrick Pappeti

1. RFQ for the Compton bookstore is out. Couple of interested parties have come by.
2. We are in the process of separating from Compton.
3. We have remodeled the ECC bookstore for using the space better. We are making room for student lounge area.
4. We are selling more non-textbook items.
5. One more summer session to start. We will be starting up for Fall classes.

Meeting adjourned at 10:00a.m.