



**Administrative Services - Area Council**  
**June 25, 2019**

**PRESENT:**

Luis Bonilla	√ James Buysse	Sophie Dao	√ Patrick Papetti
√ Francis Baylen	√ Dan Cahill	Michael Good	√ Valerie Wagner

Minutes from April 30<sup>th</sup> approved.

❖ Jim

1. Waiting for State Budget to be approved by Governor. Once the budget is passed, there might be trailer bill coming.
2. The new formula funding will be put aside for three to four years for testing. It was implemented without any testing being done.
3. We are looking at possible property tax shortfall at the state level.
4. Student Services and Gym project should be open by August.
5. Facilities is working on reorganizing their area.
6. We are putting the AV/computer replacement into the budget for next year, so that everyone is aware of the coming need and funding for it.

Division Report:

❖ Valerie

1. Working on getting the utility cart program going. Looking at options; leasing program; we have carts that are old and require more repair and we only have on mechanic. New procedure will be made.
2. Preparing for measles outbreak. We are getting information together for a training session. Currently all students going into the following programs have to have all required vaccination up-to-date (nursing, rad tech., respiratory, fire tech., and paramedic). The problem arises with international students, study abroad students and those that are not vaccinated.
3. Working on the formaldehyde protection and safety procedures. We need to get a backup generator for the refrigeration that houses the cadavers in Natural Sciences.
4. Working on getting the evacuation chair for the disabled in case of evacuation. There are two types of evacuation chair; standard and wheelchair. Standard chair the individual can sit on it and the wheelchair evacuation chair the individual's wheelchair can be secured on to it.

❖ Francis Baylen

1. Still in the process of swapping out, out of warranty computers.
2. End of year orders are coming in and ITS dock is full.
3. Student Services equipment is still waiting to be installed.

❖ Patrick Papetti

1. Was on jury duty for last three weeks.

❖ Dan Cahill

1. Grounds Supervisor is retiring of this month.
2. Hired a part-timer grounds employee. He is working on getting lot L cleaned up.

Meeting adjourned at 10:00a.m.