



Administrative Services - Area Council

February 25, 2014

PRESENT:

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

Minutes from December 17th and January 28th were approved.

❖ Jo Ann Higdon

1. Discussion on the light issue for the room on the 2nd floor of the Bookstore building will be taken to Administrative Services Staff meeting.
2. Kathy – can you please have Delores send out another update on how Vic Hansen is doing after his bypass surgery?
3. John Wagstaff has officially put in his retirement papers and it's been board approved the month. The effective date is August 1st.
4. Negotiation – the Classified Union has declared impasse and 1st round of mediation meeting is setup for March.
5. Originally the state finance department formula for growth included the 14 different components. They were going to implement this growth formula calculation this year, but have decided not implement until next year.
6. Governor's budget includes a COLA of .86%, half of the amount we were expecting.
7. Facilities projects on campus are going well.
8. Graduation will be held on the softball field.

Division Report:

❖ Kathy Valot

1. Josie Cheung had hip surgery and is doing well.
2. Our office printer is very slow and jams often. We do have approval to get a new printer.

❖ Ryan Elliott

1. Locksmith is working on rekeying Industry & Technology.
2. Paint area is doing a maintenance schedule for all the buildings. After this is done the buildings can be on a preventative maintenance schedule.
3. Carpenters area moved the field house locker room into the men's locker room and mounted the cabinetry.
4. We are putting up the framing for the Financial Aid office.
5. Fire inspector came by two weeks ago.

❖ Lisa Webb

1. There was a retirement in mid-December in the payroll area. Got help from the Supervisors to get the faculty and casual payroll done on time.
2. Have hired a replacement and she is progressing well.
3. W-2 went out in January. Received CD to reprint copies for individuals who have not received theirs yet.

❖ Patrick Papetti

1. New software did very well for start of semester.
2. Greatly appreciated the help from the Warehouse when the roads were closed.

❖ Frances Baylen

1. Waiting for the new computers to arrive to replace the XP's on campus.
2. Some offices on campus have software that only works on the XP computer.

Meeting adjourned at 9:30 a.m.