



Administrative Services - Area Council
March 29, 2016

PRESENT:

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

Minutes from November 24th was approved.

1. Jo Ann, said with the refinancing of the bond the saved the taxpayers \$25million.
2. Discussion on safety:
 - a. Demonstration of the 911 button and how these phones are programmed with location.
 - b. Each year, in the summer campus police check all the phones to see if the location is correctly programmed on the phones. In case of emergency, if the 911 systems is overloaded the call will flow to the local PD.
 - c. Will recommend to each of the manager's that they show the short video that was presented at the professional development day at your next staff meeting.
 - d. We are currently in the process of testing out a new door locking systems.
 - e. We are looking at installing new phones in all the classrooms and areas that do not have a phone currently.
 - f. We can broadcast message through all of the phones on campus.
3. Cherry Blossom festival is on March 31st.
4. We will be moving from the Administration Building into the Fiscal Services office by the end of 2016.

Division Report:

❖ Patrick Papetti

1. Winding down for spring, preparing for graduation, summer classes and gearing up for Fall.
2. Process of doing inventory and return books that are not needed.

❖ Dan Cahill

1. Ground supervisor is out and they are trying to get a temporary replacement.
2. Because of the high winds the palm fronds are falling down.
3. Facilities still have not replaced the old lawnmowers.

❖ Lisa Webb

1. Thanks to campus police on what an excellent job they are doing.

2. It seems we have more casual workers. Jo Ann said with the reduction of hours we are increasing the number of workers.
3. Lot more employees who have not received their W2's this year.
4. Getting ready for year-end payroll, this will be middle of May and end of June.
5. We have old payroll files in the warehouse that are starting to deteriorate. Is there a way to send it to a company to scan or can they come here and scan. Jo Ann said we are looking into scanning contracts for the college.

❖ Frances Baylen

1. Added new staff members: two new network technician, helpdesk technicians and a computer technician. New positions not yet filled for a security officer and Tech Services Supervisor is open to be filled.
2. Out of the 290 laptops there is still 100 left to distribute.

❖ Ryan Elliott

1. Since it is end of year, departments are ordering furniture and we are busy putting it together for them.
2. Also getting things ready for graduation.
3. The warehouse is holding all of the equipment to the Stadium.

❖ Teresa Coulter

1. Hiring temporary custodians. The turnover is quite high.
2. Interview scheduled for custodians for this week.
3. Need to fill the HVAC and Utility positions.
4. Business Services will finally keep all the DMV records of campus vehicles.

Meeting adjourned at 9:15 a.m.