



Administrative Services - Area Council
April 26, 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 March 29th was approved with minor changes.

1. Discussion on safety:
 - a. Handout of the Building Captains/Floor Leaders Responsibilities to the group.
[Building Captains Floor Leader Training.pdf](#)
 - b. This document was used for training the building captains and floor leaders.
 - c. Know your building captains and your floor leaders.
 - d. Pay attention to what is going on around you.
 - e. Phones have been ordered and will be placed in classrooms soon.
 - f. Make sure you sign up for “nixle” alerts.
2. Decision has been made to exempt SSN tax for students if they enrolled in 6 units for the summer.

Division Report:

❖ Patrick Papetti

1. Closed Thursday and Friday for inventory.
2. Ordering books for summer.
3. Getting ready for graduation.

❖ Dan Cahill

1. Ground supervisor is back at work.
2. Getting the grounds ready for graduation.
3. New machines are on order.

❖ Lisa Webb

1. Year-end is coming with double timesheets.
2. Helping retirees with their paperwork.

❖ Frances Baylen

1. SQL migration is going well.
2. Interview for security position is done.

Meeting adjourned at 9:10 a.m.