



**Administrative Services - Area Council  
September 26, 2017**

**PRESENT:**

Luis Bonilla	√ Teresa Coulter	Ryan Elliott	√ Patrick Papetti
√ Francis Baylen	Mike Dalton	√ Brian Fahnestock	Valerie Wagner
√ Dan Cahill	√ Sophie Dao	√ Christine Kato	√ Lisa Webb

Minutes from June 27 was postponed.

1. Brian Fahnestock introduced himself to the group. He said he is going to start doing some process improvement.

Division Report:

❖ Patrick Papetti

1. Since two employees took the SERP, and our Supervisor over at the Compton center left, I am over at the Compton Bookstore for the time being. Brian mentioned that Compton College will separate from ECC at the end of June 30, 2019. Patrick said bookstore sales are ok. At Compton we have more EOP&S, Care and Financial Aid students. We have to do more checks and balances to deter fraud. Brian mentioned that the bookstore environment has changed, more and more bookstores are selling things other than books.

❖ Sophie Dao

1. Need Charlene's position filled, since she was promoted.
2. Working on refund checks for fall semester.
3. COTOP letters will be going out to the students that owe us money. By November the report will be sent to the Chancellor's office, they in turn will withhold tax refund from students.
4. Outside the cashier windows the pigeon are making a mess. We need to find a solution to this issue.

❖ Francis Baylen

1. Wi-Fi work is almost done. We will have coverage all of the campus.
2. We are using Forcepoint software for our firewall.
3. Just a reminder: ITS will not ask for your login information.

❖ Christina Kato

1. Filling two police officer positions. We have two candidates that are going through the process. Big question is the issue of Campus Police, since ECC and Compton PD are merged.

❖ Teresa Coulter

1. Administration building is going into demolition.
2. Lot C is almost done.

3. Gym construction is going on.
4. Our area is almost fully staffed. We are in the process of hiring a plumber, skilled trades and carpenter, who recently retired.
5. We use SchoolDude as a work order system. We can generate utility reports, completed vs open work orders. The software is not fully utilized, but with proper training we can use more of the functions.
6. We have a dangerous traffic issue on Manhattan Beach Blvd., where drivers are turning into the oncoming left turn lane to turn left into parking Lot B.

❖ Lisa Webb

1. We have a new hire that replaced Joyce Hopkins.
2. Our sick leave & vacation reporting is out dated: Classified sick leave report is done on MS Access. All of the other (Administrator, Counselors, Full-time and Part-time faculty) are done on Excel. On the check stub from LACOE there is an area to show sick leave and vacation. This has to be uploaded onto the county site.
3. Hopefully, the new hire can start before my retirement in December, so they can be trained.

❖ Dan Cahill

1. Grounds Supervisor is out on medical leave. Since he has been out, there is an impact to the staff.
2. There is only one mechanic and work is getting backlogged.
3. Need new equipment for grounds to replace old one.

Meeting adjourned at 10:15a.m.