



Administrative Services - Area Council
March 26, 2019

PRESENT:

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

Minutes from February 26th was postponed due to lack of quorum.

❖ James

1. Since I am only here for a short time, I will be concentrating on getting the budget process together and pushing thing forward.
2. ITS – one of the thing we are hoping to do in the next fiscal year budget is to put in monies for computer replacement.
3. Door is always open for anyone to come by and talk.

Division Report:

❖ Sophie Dao

1. Works in Fiscal Services
2. Lead for the Student Accounts and Cashiering functions.
3. Meeting coming up for the new cashiering system.
4. Summer and Fall registration are coming in mid-May.
5. Collection letter have been sent out to students that owe money, before a hold is put on for their account.
6. F1 visa student refund had some issues. ITS and Admissions are working it out.

❖ Francis Baylen

1. Works in ITS under the Technical Service area. There are three areas: Network Services, Technical Services and Programming.
2. We are in the process of swapping out of warranty computers. Currently, we are in the Student Services building.

❖ Patrick Papetti

1. Works in the Bookstore.
2. Getting books ordered for the 2nd week of Spring classes.
3. Getting ready for Summer and Fall classes.
4. Gradfest will occur again before graduation. We will be selling all thing graduation.
5. Future coffee shop inside the bookstore.

Meeting adjourned at 9:35a.m.