



**Administrative Services - Area Council**  
**February 25, 2020**

**PRESENT:**

Luis Bonilla	√ Iris Ingram	Sophie Dao	Patrick Papetti
√ Francis Baylen	√ Dan Cahill	Michael Good	Valerie Wagner
√ Michael Dalton			

Minutes from December and January meeting were approved.

❖ Group Discussion

1. Black History Celebration - Montfort Marines will be here in the East Dining Room. Program is put together by the Veteran's office.
2. Gym building had its grand opening yesterday.
3. Administration building will have a grand opening in April
4. Pool and Classroom building will have its grand opening in the Fall.
5. Science & Behavioral along with the Art Complex will be opening in Fall 2022.
6. Music building opening will be two year after in 2024.
7. Manhattan Café construction has not begun yet, but it will take a year to complete, by 2021.
8. The demolition of the old Student Services and Activities project is ahead of schedule. They are breaking the concrete, so there will be increase in noise.
9. We are starting work on the FY 2020-21 budget.
10. Graduation planning has started for June 12<sup>th</sup>.
11. Search for CTO and Supervisor of Technical Services is in process.
12. Town Hall is on March 12<sup>th</sup> and the topics of discussion will be budget and Facilities.
13. Question was asked regarding old files being stored in the warehouse and taking up space.
  - a. Iris mentioned that she has a work group looking into getting a process together for keeping only the records we need to keep legally.
  - b. We will be launching this in the Spring. Currently we have a group looking at the Colleague system and how best to utilize it. We do need to come up with a process in which we only keep thing within the legal limits.
  - c. Excess storage of documents are a hazard, draws pests, take up too much space and takes up valuable time of staff.
  - d. The Technology Committee is charged into tackling this issue and how to do it efficiently.
14. It was also mentioned that Russ, he is the lead in the Warehouse will be retiring in July.
15. Looking into additional staffing resources for the campus. We will be doing some reorganization to be more efficient in Administrative Services.
16. Program Plan for Administrative Services is taking place to integrate planning in the Facilities and ITS area.
17. Thanks to the grounds group for keeping the campus clean and litter free. Everyone needs to help keep the campus clean.
18. Thanks to ITS for getting more of the campus with Wi-Fi.

Meeting adjourned at 9:46 a.m.