



**Administrative Services - Area Council
February 26, 2013**

PRESENT:

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

* Approval of December 18th minutes.

* Jo Ann Higdon

1. The Board accepted President Fallo's withdrawal of his retirement and approved a new contract.
2. The proposal to close the Child Development Center (CDC) was brought to the board at the February 19 meeting. The board rejected the closure. In the last couple of years, approximately \$200,000 has been put into the CDC to keep it open. Currently enrollment is very low.
3. Power outage on campus was an issue with Southern California Edison.
4. Received correspondence from the Sheet Metal, Air, Rail, and Transportation Workers Local Union 105. Will be responding to their issues.
5. El Camino College is back on Warning with the Accreditation Commission for not having SLO assessment and program review done. Administrative Services has done all of their program review on schedule and will be doing do in the future.

Division report:

* Dan Cahill

1. Getting all of the large bushes trimmed.
2. Facilities department has two lawn mower and only one is working currently.

* Mike Dalton

1. Everything is going smoothly.
2. The power outage did not affect them too much.

* Sophie Dao

1. Start of semester and the cahiers office was very busy.
2. Getting ready for the cashiers move in April.

* Ryan Elliott

1. Very busy with the moves from the MCS to the Communications building. Door frames has to be removed to move some of the large machines from the basement of the MCS. Everything was done in time.
2. Installation of curtain in the MBA classrooms.

★ Luis Bonilla

1. Day custodian working mainly in the restrooms. Would like to request “jumbo” toilet paper roll be installed in the MBA. With the larger roll, it would save time. Currently very time consuming since the smaller rolls run out more quickly.

★ Michael Clifford

1. With the power outage, it was good to see everyone come together and work together. The generator came on as it should. Lost two motors in the Music building. Blown out fuse.
2. The airflow problem at the Central Plan may have been resolved with the correction of the cross wire in the data lines.
3. Has the electrician position been approved to hire. (Jo Ann said yes, and the custodian, night supervisor, general utility and the painter position have all been approved to be filled. The painter position is still 10 month since this position does not have any emergency issues to deal with).
4. The elevator room issue in the MBA has been resolved.
5. MBA building airflow is not balanced. They are working on this issue.
6. The new package unit for the CDC is done.

Meeting adjourned at 9:35 a.m.