



**Administrative Services - Area Council**  
**July 29, 2014**

**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		

Minutes from February 25<sup>th</sup> were approved.

❖ Jo Ann Higdon

1. Congratulation on your salary increase.
2. Prop 30 taxes will soon. Sales Tax will expire 12/31/16 and Income Tax will expire 12/31/18.
3. We have no exact date for the classified retro check yet.
4. Francis – XP computers that are in surplus are the memory card removed from them. (Frances said no, just the hard drive.)
5. Teresa – regarding the surplus of computers make sure those were not bought from Federal monies, if they were, ECC needs to follow the federal regulations on disposal.
6. Question regarding the future of Marsee Auditorium renovation. Jo Ann said we are going to look at this facility quickly.
  - a) We have monies in the Bond program and we are starting to look at the projects that are scheduled further down the line to move up and do it with less cost. We are currently doing destructive testing on some building to see if they are structurally sound. Once the testing is done then the firm will do evaluation of each of the building.

Division Report:

❖ Dan Cahill

1. Keeping the grounds looking good. (Jo Ann said we have plants that are too dense. At the Facilities Steering Committee meeting she will be proposing that we look back at the entire campus as an arboretum. Would like to include facilities in the discussion. Will want an ad hoc committee with the grounds crews.)

❖ Arlene Bautista

1. Last week they had the written examination for the Sergeant position.

❖ Patrick Papetti

1. Getting the books for Fall semester. Since the roadway behind the bookstore is closed everything is going to the Warehouse.

2. Since we have a new computer system, we can look at both the campuses and see what items are more popular.

❖ Frances Baylen

1. Working on pulling out the computers that are five years or less out of the group.
2. Working on getting the surplus computer palletized and sent to surplus.
3. John's retirement party is on Wednesday. (Jo Ann said the President will attend; she also said, she is working on getting an Interim Director, decision would be made this week.)

❖ Teresa Coulter

1. Process of hiring temporary custodians.
2. Facilities got approved for five permanent custodians.
3. West elevator down in Humanities building (tech is out working on the issue).
4. There is dial tone issue on the Humanities elevator phone.
5. Library is having problems with students bringing food into the reading rooms. (Jo Ann said we need more signage.)
6. I&T building will be open for Spring semester.

Meeting adjourned at 11:10 a.m.