



**Administrative Services - Area Council
August 27, 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		

* Minutes from April 30th were approved.

* Jo Ann Higdon

1. Budget will show a 1.57% COLA, which is about \$1.47 million.
2. Prop 30 temporary sales tax will expire on December 2016.
3. Prop 30 temporary income tax will expire on December 2018.
4. CDC will have increased fund transferred for this fiscal year.
5. Daily parking fees have increased to \$3.00 starting Fall semester.
6. Parking ticket fines have increased to \$40 starting Fall semester.
7. In the budget for 2013-14 we have set aside \$500,000 for election fees.
8. In the last actuarial report ECC liability for GASB was put at around \$22.3 million. The 2013-14 budget we have transferred \$1.9 million into the GASB fund. Spring of 2014 a new actuarial report will be done.
9. Asked Rocky for an inventory of all carts on campus.
10. Question regarding fund 15 & 14. These two funds are the monies that the state provides us for assisting Compton. Fund 15 is around \$3 million and Fund 14 is \$50,000 (Note: in the beginning of the partnership with CEC, ECC was getting a \$1 million which was reduced to \$500,000 and in the last agreement the amount has been reduced to \$50,000)

Division report:

* Kathy Valot

1. Accounts Payable is the process of updating the "Travel Request and Reimbursement Form".

* Lisa Webb

1. July 4th payroll input was due and there was a power outage which last 30 minutes or so. Any longer, we would have had to go to the county to input the payroll information.
2. Increase in work load for casual due to the 25 hour limitation.
3. Employee verifications have increased.
4. Payroll penalties are down.
5. Sick leaves for FT faculty are up to date and will be distributed by end of September. Jo Ann asked if the PT Faculty sick leave was up to date. Lisa said she would check on it.

★ Arlene Bautista

1. All the parking lots were at full capacity by 9 a.m. on the first day of the Fall semester.
2. New officer will start next month.
3. Will Van 81 be replaced? Jo Ann said the Athletic department has put in for replacement van in their Plan Builder.

★ Ryan Elliott

1. Removed graffiti from bathrooms.
2. Painter have been busy painting the traffic lanes in Lot F.
3. Found a leak under the Music building.
4. Tiles had to be redone at the deli.
5. Got new radios.
6. Had to remove tiles in the PE hallway due to asbestos.
7. Library floor has been repaired.
8. Pedestrian walkways in Lot F opened.
9. Post & beams erected on the Shops project.
10. Staff parking (lot C) has been reopened.
11. Moved ECC Vans to parking lot H.

★ Valerie Wagner

1. Shake-Out drill will be on October 17 at 10:17 a.m.

★ Dan Cahill

1. Hoping that new equipment is purchased. Jo Ann did say that there was request for new equipment in Plan Builder.
2. Practice Field is done and being maintained.
3. After this football season the stadium will be torn down.

★ Michael Clifford

1. Working on the hydronic system, lighting in Lot F, and the AC systems at Campus Police.

★ Francis Baylen

1. The Portal was experiencing heavy traffic on Sunday night between 6 pm and 9 pm there were on average about 4,000 to about 8,000 logins per hour. On Monday night between 6 pm to 7 pm there were on average about 1,000 to 2,000 logins per hour.

★ Teresa Coulter

1. Need to hire more temporary custodians because of the 25 hours a week restrictions.
2. Supervisor position still not filled.
3. Automatic light timer in the Humanities building is being worked on.
4. Need the surplus property listing signed. (Jo Ann has asked the listing to be resent).

Meeting adjourned at 9:30 a.m.