



**Administrative Services - Area Council  
October 30, 2018**

**PRESENT:**

Luis Bonilla	Mike Dalton	√ Brian Fahnestock	√ Patrick Papetti
√ Francis Baylen	√ Sophie Dao	√ Michael Good	Valerie Wagner
Dan Cahill	√ Ryan Elliott	Christina Kato	

Minutes from April 24 & June 26 were approved.

Division Report:

❖ Sophie Dao

1. Cashier have new windows now and the awning is currently being installed.
2. Student have mentioned that some of the tables outside near the food truck are wobbly and dirty. (Patrick said the cleaning of the tables is contracted out for three days week. Brian would like it increased in frequency).
3. Are we getting commission from different vendors for the food contract? (According to the contract, Pacific Dining and the food truck on campus are to be giving ECC a commission. As of date, we have not received anything from Pacific Dining, but we have received commission checks from others).
4. To Francis – the cashier’s office has two computers that were being changed over to windows 10, but were not completed; therefore, they are not working currently.

❖ Francis Baylen

1. We did not realize that we had so many computers with Windows 7 on them. We are in the process of moving them all to Windows 10.

❖ Michael Good

1. Working on the hot water leak underground near the Art & Social Science Bldg.
2. We are getting a new chiller and cooling tower for the additional building that are coming on line.

❖ Ryan Elliott

1. Gas leak at the Stadium fixed.
2. Carpenter area we are down a few employees.
3. Welder (Luna) is picking up the slack until the locksmith is back to work.
4. Our temporary fencing we used for the PE South demo is missing. Maybe the contractor took it.
5. Coyote light seems to be working.
6. Two HVAC employees are gone until next year (military leave).
7. Need to move the food truck from under the overhang at the Bookstore Bldg. The grease from the cooking could become a fire hazard when it stick to the ceiling of the building.

❖ Patrick Pappeti

1. Currently selling our inventory at the Compton College Bookstore. We will be closing the bookstore at Compton by November 26<sup>th</sup>.
2. Requisitions are out for the Winter and Spring 19 books.
3. NOTE: internet is still slow at the bookstore.

Meeting adjourned at 10:00 a.m.