



**Administrative Services - Area Council
April 24, 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 January 30th approved.

❖ **Brian Fahnestock**

1. Jack Bay is gone as of May 1st.
2. William Kerwin is the new Director of Purchasing & Risk Management.
3. Architect for two new building (Social & Behavioral Science (Anderson Brule) and Art (LPA) was chosen.
4. FPP is in the final stages for the Music Building - we are asking for state funds.
5. Lot C finished and Lot F is almost done.
6. Student Services, Gymnasium, Pool and Administration Building are under construction.
7. Getting the budget together. Fiscal sent out the information on verifying the existing positions and vacant ones.
8. Contracted a firm to develop an easier reporting tool.

Division Report:

❖ Valerie Wagner

1. Tomorrow, site walk of the cadaver room with Bill and Analytic.
2. Thursday, Bill and I will have a meeting with HVAC regarding the Natural Science cadaver room.
3. Backhoe loader training with grounds.
4. Ariel scissors training.
5. Fit test in May for the new hires.

❖ Sophie Dao

1. Getting ready for Summer registration.
2. Health Fee increased to \$17 starting summer.
3. Professional Development office does not train in MS Office 2016, they still have the old version of MS Office.
4. Concern of other staff members:
 - a) Cashier's window (we are getting awning/shade for the widows).
 - b) Skateboard causing problems.
 - c) Cashier's office is not moving into the student services bldg.
 - d) Large pothole in Lot L.

- e) Glare from conference room window is causing problem. (Suggestions includes: lowering the curtains or putting shades on window).
- f) Charlene needs keys to back door (front door too heavy to be opened).

❖ Francis Baylen

1. Transitioning the old Dell touch screen computer with new HP computer without touch screen. Since implementation began in November, there have been no issues with the HP computers.

❖ Christina Kato

1. New officer joined in February and he is doing well.
2. An officer will be retiring June 11th.

❖ Michael Dalton

1. Need to buy a hand truck and furniture dolly (was told to contact Rick to get information).
2. There are many items that are ordered and delivered to the warehouse that just sit there for many months. Brian wanted an email of the items that have been there for many months.
3. We need an air purifier and a heap vacuum.

Meeting adjourned at 9:30a.m.