



Administrative Services - Area Council
June 28, 2016

PRESENT:

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

Minutes from April 26th was approved with minor changes.

1. Phone installations are done in three buildings. Working on some classroom/labs phones that are not registering properly. ITech phones are not dialing on campus 911.
2. Locksmith has done a good job in getting all of the doors that are fire rated identified.
3. Working on getting the budget for 2016-17 done. Tentative budget was approved by the board at the last board meeting. FTES is down. We are looking into how we are going to pay for the increase in STRS and PERS cost.
4. Employees can register for class and get their tuition and book cost reimbursed if they get a “C” or better in their class. Family of employees can register and get their tuition reimbursed as well.

Division Report:

❖ Patrick Papetti

1. Bookstore has been closed for a few weeks because of smoke damage from the fire that erupted in the Manhattan Café. Inventory needed to be replaced and books reordered. Fall books will be coming in today.

❖ Mike Dalton

1. Warehouse is still packed with at least 20 pallets of equipment for the stadium.

❖ Frances Baylen

1. SQL migration is done. Resolving issues that are rising because of the changeover.

Meeting adjourned at 9:10 a.m.