



## Administrative Services - Area Council September 24, 2019

### PRESENT:

Luis Bonilla	√ Iris Ingram	√ Sophie Dao	√ Patrick Papetti
√ Francis Baylen	√ Dan Cahill	Michael Good	Valerie Wagner
√ Michael Dalton			

Minutes from July 30<sup>th</sup> and August 27<sup>th</sup> were approved.

#### ❖ Iris

1. Handout from of the [agenda](#) from the Administrative Services staff meeting and [goals](#) of VP Administrative Services for FY 2019-20 through FY 2021-22.
  - a) Would like to get back to the ‘basics’, which mean we need to get back to cleaning the bathrooms, picking up trash and emptying it, getting bills paid, keeping our Wi-Fi working, weeds being pulled and the trees getting trimmed.
  - b) We have to do the things the right way even if it takes longer.
  - c) I make decision on data and facts and not with emotions.
  - d) Managers have been asked to set 3 to 5 goals for their unit. These goals will fold into my goals and that will fold into the Presidents goal for the college.
  - e) We will pick some to do an annual survey with students, faculty and staff. The results will be posted on our website.
2. Overdue performance evaluations needs to be done on time. Managers will be held accountable for doing the evaluations, as I will be held accountable in doing my managers evaluations.
3. I am working with Jorge to identify monies so that some of the equipment can be replaced.
4. Announcement: Open enrollment in Benefits Bridge is until October 4<sup>th</sup>. This year they are doing the health benefits and the Section 125 (American Fidelity) enrollment at the same time. Benefits Bridget enrollment for night shift are on the agenda sheet.

#### Division Report:

##### ❖ Dan Cahill

1. There are currently two Grounds II position working from Tuesday through Saturday.
2. In the process of hiring a Grounds Supervisor, Pest Control and Custodial Trainer.
3. Are they going to put tap so that I can attach a hose to water the plants in the Library area. Iris mentioned that Jorge has the landscaping plan for the Administration building and should check with him.

##### ❖ Francis Baylen

1. Change in Wi-Fi went well. There were no issues, except for few faculty with laptops and their issues were resolved.

2. There are new phishing emails going around. Before you open the email check it, if you find anything suspicious, click on the phishing icon on your Outlook and it will go to ITS.
3. The newest version of Adobe requires that employees have an account with them. Iris would like a message sent out to the campus on what is expected, be proactive with issues.

❖ Patrick Papetti

1. We have slowed down, now we are cleaning up and getting to the projects. Soon it will be time for book returns and gearing up for winter and spring semester.
2. It is great we have opened the Student Services Building. Easier to send students there or walk them over.

❖ Sophie Dao

1. It is slow in the cashier area. Some students are still coming to get their parking permits. Iris mentioned that the district is looking into contracting out the parking permits.
2. We have ant issues in the cashiers office, the exterminator will be coming to spray the area.

❖ Michael Dalton

1. One issue, the paper order for the campus (because warehouse stores the paper in bulk for the campus), is taking very long to get here. They are not from one supplier, we have multiple vendors.

Meeting adjourned at 9:50 a.m.