



**Administrative Services - Area Council  
January 27, 2015**

**PRESENT:**

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

Minutes from November 25 were postponed.

1. Jo Ann talked about the events that took place on campus last Thursday of Officer involved shooting.
2. ECC custodians did a great job of cleaning.
3. Would encourage everyone to sign up for Nixle. Type 888-777 and in the message box type "ECCPD".
3. Yesterday, the power to the campus went out until late afternoon. Edison has turned on phase 1 power to the campus. Phase 2 came with low voltage which burned out the electrical box to the Channel parking lot. Smoke was reported in the Health Center. The new CAT building requires three phases of power to the equipment. Since the equipment in that building is new our electrician shut the power to the building down so the equipment would not be damaged. Everything is working except for the Channel parking.
4. Valerie – get information on how many power outages we have had. Also, email Teresa and ask her about the water leak on the baseball field.
5. Sophie can you find out from Janice a rough estimate of how many students opted out of the ASB sticker.
6. We are in the process of rewriting and validating every Administrative Services Board Policy and Procedure. If you are asked by your managers to be part of subcommittee looking into this, I would hope you will consider volunteering.
7. Mobile app still not working.

Division Report:

❖ Dan Cahill

1. It was reported on Saturday that the irrigation pipe broke near the baseball field.

❖ Sophie Dao

1. Past two weeks cashiers have been busy. We are overwhelmed with students asking questions about why they are charged for \$10 ASB fee.
2. We are back logged on sending the ASB stickers to those students that paid for it.
3. Facilities brought and we tried out the window shading for the cashier's area. It did not keep in the heat out. Further research is needed.

Meeting adjourned at 9:35 a.m.