



Administrative Services - Area Council
April 30, 2013

PRESENT:

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

- * Approval of February 26th minutes.

- * Jo Ann Higdon

1. May Revise will be released on May 14 or after. The good news is that income tax receipts are up and the Governor's message in early January stated he was pushing for a 1.6% COLA for education. The bad news is the RDA money may not be coming in at the rate that the State projected.
2. Over Spring break police training was done in the MCS building.
3. Portal was down for a brief period of time on Friday.
4. Auditors have left and will be back.
5. FCMAT has been visiting Compton Center for the past two weeks.
6. Everyone is working on Accreditation.
7. The tree that was removed at the center of campus was infested with beetles and had to be removed because of safety hazard. Since 2007, 78 trees have been removed and 238 have been planted.

Division report:

- * Kathy Valot

1. Buying has slowed down.
2. Waiting for onslaught of invoice that will have to be paid before year end.
3. Year-end clean-up of files.

- * Lisa Webb

1. The auditors were asking for more Payroll items.
2. Doing a lot more employment verification.
3. Between November and May a lot more walk-in traffic, asking for missing or lost W2's.
4. Trying to get payroll done on time so we do not incur the STRS penalties. So far this year we have not paid much in penalties.
5. Year-end casual timesheet are due in May.
6. Cashiers have moved and are unpacking.

- * Arlene Bautista

1. Annul DUI fair was conducted.
2. Police officer position final interview is done. In the process of doing background check.

3. One of the Sergeant will be retiring at the end of June and that position closed last week. In the process of doing the written test.

★ Ryan Elliott

1. Fire hydrant in parking lot F has been fixed.
2. Plumbers fixed sewage ejection system in the basement of the Communication building.
3. Changing some of the keys in the new building.
4. Closure of road due to construction activities on the South side of the North field.
5. Practice field is open.
6. Cabinet was modified for a printer in the Accounting office.
7. Some of the drawer at the Cashiers window will be modified.
8. ITS moved out of the MCS and into the Communications building.
9. Recycled some whiteboard and drinking fountain from the MCS building.
10. The new painter will start tomorrow.

Meeting adjourned at 9:15 a.m.