



**Administrative Services - Area Council
November 28, 2017**

PRESENT:

Luis Bonilla	Teresa Coulter	√ Ryan Elliott	√ Patrick Papetti
√ Francis Baylen	Mike Dalton	√ Brain Fahnestock	Valerie Wagner
Dan Cahill	√ Sophie Dao	Christine Kato	Lisa Webb

Due to low attendance minutes from June 27th & September 26th were postponed.

❖ **Brian Fahnestock**

1. Jeffery Hinshaw, new Business Manager will start on December 4, 2017.
2. Jack Bay, new Executive Director, Facilities Planning, Operations & Construction will start on January 2, 2018.
3. Director of Business Services position, only one qualified candidate. The position will be reworked and advertised.
4. We will be doing some reorganization in the Fiscal & Business Services Office.

Division Report:

❖ Patrick Papetti

1. Compton Bookstore doing well.
2. Currently they are working on getting book order for Winter and Spring session.
3. Returning unsold stock from Fall semester.
4. In August Compton Educational Center name changed to Compton College, so we had to order new merchandise with the new logo and name. We have the merchandise in store currently.

❖ Sophie Dao

1. Winter registration started.
2. Having some issues with Colleague in processing fall refund
3. Need to find a permanent solution for the pigeon poop problem outside the cashier window.

❖ Francis Baylen

1. We will be changing out some computers in the Social Science and Art Bldg. during the winter break.
2. Since the Wi-Fi project was completed, internet has been slow. All web based software is working very slowly. Network Services are looking into the issue.

❖ Ryan Elliott

1. Department is shorthanded. Many work orders to complete.
2. Work is scheduled for the week in between Fall and Winter classes
3. Completed the division of the women's locker room.
4. Winter break work to fix flooring in the baseball field shed.
5. Installing a dishwasher in the trainer's room inside the Stadium.
6. Working on the roof of the HAZMAT bunker.

Meeting adjourned at 10:00a.m.