



**Administrative Services - Area Council
November 29, 2016**

PRESENT:

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

Minutes from June 28th was approved.

1. With some faculty retiring, there will be faculty position that will have to be filled.

Division Report:

❖ Patrick Papetti

1. Bookstore is getting ready for Winter and Spring session.
2. Lights are being changed inside the bookstore.

❖ Teresa Coulter

1. Facilities department is very short handed.
2. Operations supervisor position is open to be filled.
3. Warehouse is shorthanded. Mike is out on medical leave until end of year.
4. Construction is moving along.
5. There is movie being shot today.
6. Grounds and HVAC are fully staffed.

❖ Dan Cahill

1. Palm trees are doing good.
2. Trying to gauge how much water is needed for the cooler weather.

❖ Ryan Elliott

1. Working on the toilet issue in the MBAH. It looks like the leak is not coming from the second floor. We might have to remove some tiles to see where exactly the issue is.
2. Communications Building remodel work is moving along. Currently working on the basement of the building for financial aid move,

Meeting adjourned at 9:15 a.m.