



Administrative Services - Area Council
June 27, 2017

PRESENT:

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

Minutes from November 29 & March 28th and April 25th were approved.

1. Don't know when Lot C will be opened up for student parking, waiting for the traffic signal work to be completed. The light on Lemoli Avenue, going out of the campus, will be a left and right turn only.
2. Waiting for DSA approval on the louvers to be installed on the Parking Lot C garage facing Manhattan side.
3. Letter from a community member wanting bike and skateboard pathway on campus. Don't know if they are talking about the interior or exterior of the campus.
4. New bill introduced at the State that California state employees are not to use state funds to travel to certain states.
5. Summer FTES is not meeting our goals. All over the state FTES is down.
6. July 24th meeting is canceled.

Division Report:

❖ Patrick Papetti

1. Summers session started last week. Second session started this week.

❖ Sophie Dao

1. Working on year-end closing.
2. Training is mostly done on-line, but some have gone to LACOE for training.

❖ Francis Baylen

1. Reminder to everyone: Don't click on any email asking for user ID or passcode. ITS will never ask for this information.

❖ Ryan Elliott

1. Graduation went well.
2. Busy with moving everyone from the Admin Building.
3. Major project - dividing the women's shower locker before fall semester begins. PE North will be coming down soon.

❖ Lisa Webb

1. Retro checks have gone to all faculty.
2. Payroll is very busy with year-end payment for student and casual employees.

Meeting adjourned at 9:45a.m.