



**Administrative Services - Area Council  
January 29, 2018**

**PRESENT:**

Luis Bonilla	Mike Dalton	Michael Good	Valerie Wagner
√ Francis Baylen	√ Sophie Dao	√ Christina Kato	
Dan Cahill	√ Brian Fahnestock	√ Patrick Papetti	

Minutes from October 30<sup>th</sup> was approved.

❖ Brian

1. Cashiering systems – we are looking at getting a cashiering system, so that students can pay anywhere on campus and they can get a itemized receipt. We will be bringing the top three companies to demonstrate their software.
2. Sophie – can you email Rob the sample signage you have?
  - a) Recycling - ECC recycles 80% of its trash. The hauler separates it for us. We are trying to come of up signage that can stay on the trashcans.
3. Shobhana – ask Facilities to send new members from their area for this committee.

Division Report:

❖ Sophie Dao

1. This weekend is the payment deadline.

❖ Francis Baylen

1. Update on conversion of Window 7 to 10. We are almost done. We still have some computers that are popping up.

❖ Patrick Pappeti

1. Setup for Spring semester.
2. AB 705 – it has removed or diminished the remedial classes that student have to take. We are having to redo the floor arrangement of textbooks, since they took up a large area. (AB 705 does away with placement testing for English and Math. Now new student will be put in college level classes and have to choose a track so they can finish their courses and graduate/certificate).
3. Bookstore is selling UPass (bus passes).

❖ Christina Kato

1. We are in the process of ordering camera equipment that is needed.

Meeting adjourned at 9:30 a.m.