



Administrative Services - Area Council
February 26, 2019

PRESENT:

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

Minutes from January 29th was approved with minor change.

1. Brian

1. Cashiering system – we do not have a point of sale (POS) system for the cashiers. We are doing everything in colleague.
2. Will be leaving in two weeks.
3. We going to scale back on the camera, since the replacement and repair cost are increasing.

Division Report:

2. Sophie Dao

1. Spoke to the Department of Education regarding the money that is left in the FY2013-14. They will be sending the confirmation email shortly.
2. Cahiers office – lines are going quickly, some students only want to pay for parking and we are accommodating.
3. Still have issues with pigeon poop.
4. We are going to be doing refund next week. There are some issues with the refund. Admissions Office needs to communicate with other departments when there are changes.

3. Francis Baylen

1. Shipment of computers have arrived in their office. It might be for the Student Services Building.
2. Cycle replacement for computer that are out of warranty.

❖ Dan Cahill

1. My work area is Library, Humanities, Administration, Art patio and food court east of the Art patio.
2. Facilities has only one mechanic. Since he does everything, equipment are not being repaired. We have to share equipment and it is not a very efficient way to work.

❖ Christina Kato

1. Will be short handed in the dispatch area.
2. Hiring more cadets. Looking into getting federal work study students to be cadets.
3. Thanks to Brian for getting the monies for the camera software maintenance.

Meeting adjourned at 9:35a.m.