



**Administrative Services - Area Council
July 30, 2019**

PRESENT:

√ Luis Bonilla	√ James Buysse	√ Sophie Dao	√ Patrick Papetti
√ Francis Baylen	√ Dan Cahill	Michael Good	√ Valerie Wagner
√ Michael Dalton			

Minutes from June 25th approved.

❖ Jim

1. This will be my last meeting; new VP will be coming on Thursday. She is coming to us from LACCD West College. She has a lot of experience in the Community College systems for a number of years through LACCD, Moorpark College and in Ventura College.
2. Went to the Chancellor’s Budget Workshop last Thursday, no new information was reported.
 - a) The SCFF is still in testing phase.
 - b) Will not know the full impact of the property tax shortfall for 2018-19 until February of 2020. This will leave everything up in the air for the guarantee of prior year base plus COLA funding for 2019-20.
3. We will be taking our budget to the Board for approval on September 3rd.
4. I will be around until September 30th and my new location is the Facilities area office.
5. Student Services will be open for Fall semester
6. Gym project is delayed a year and will be open in late August with the Volleyball court being closed off for repair.

Division Report:

❖ Valerie

1. Working on the on-going issues with the rise in temperature for the specimen storage unit fridge. When the outside temperature goes up the unit has to work harder to cool the stored specimen, if the cooling does not occur the chemical start to leak into the air, which creates hazard for staff and students in the area. When this starts to happen, stored items need to be moved into the cadaver fridge storage unit. We are meeting next month, (including staff from Natural Sciences) on how to work on getting the issue resolved.

❖ Francis Baylen

1. Computers are being installed in the Student Services Building. Currently the labs are being worked on. The individual offices will be move starting August 5th. We do not have the priority list of who will be moving when.

❖ Dan Cahill

1. There are a number of open position in our area:
 - a) Grounds Supervisor
 - b) Pest Control
 - c) Operations Supervisor (night)
 - d) Grounds Keeper-Gardner

❖ Michel Dalton

1. Warehouse will be half-empty once the Student Services offices are moved.

Meeting adjourned at 10:00 a.m.