



**Administrative Services - Area Council**  
**August 27, 2019**

**PRESENT:**

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

Approval of minutes from July 30<sup>th</sup> was postponed

❖ Iris

1. Board workshop on the budget was yesterday and it went well.
2. The final budget will go to the September 3<sup>rd</sup> board meeting for a vote. We have ended the fiscal year on a positive note and we are in a healthy state.
3. Student Services building is open.
4. We have water stations for student for the first week of classes.
5. We are getting prepared to close off the old student services and activities area. There are office still on the two building; they will be relocated into temporary space soon. The activities area does have ventilation by means of an industrial fan.
6. December is when the demolition will be taking place.
7. The accessible path of travel through the center of campus is being rolled to committees across campus.
8. We have awarded contract for the baseball netting, bathroom and replacement of field.
9. Floor of the new indoor volleyball court is being fixed in the new Gymnasium building.
10. We are also working on converting the Manhattan Café, adding a new coffee truck and in the process of getting food truck to the south side of the campus.
11. We sent email to students regarding Wi-Fi change, but we are delaying the deployment to make sure everything works, as it should.
12. Patrick, do you know anything about the Food Service Committee? Andy will know more.
13. At the last board meeting, they asked why books cost so much more at ECC than Amazon.
  - a) Had to explain to the board that, Amazon does not have to verify any copyright infringement issues;
  - b) Amazon does not have to pick a certain textbook a faculty member want for his/her class;
  - c) Amazon does not have to make sure that there are enough in stock, as we have to at our bookstore, because we are an educational institution.
  - d) Also mentioned that we could do verba suite for dynamic pricing of books.
14. In the coming weeks, I will be sitting with Jeff, going over the budget for each department, and informing them what has been allocated.

Division Report:

❖ Valerie

1. Regarding the new Student Services building, I have received twenty request for ergonomic assessment. Each request has to be individually evaluated. Iris mentioned that we should have a furniture vendor come in to do a mass orientation of the issues.
2. Height and depth of counters are problems in the Financial Aid office. These measurements are to be ADA compliant. Keenan will be coming to do evaluations, Iris mentioned to include Facilities in this walkthrough.
3. Need to know how much is budgeted in our department, so that we can purchase PPE suites for Natural Science and HVAC staff.
4. Formaldehyde protection plan is being formed.
5. There will be training session for facilities staff on asbestos.
6. Respiratory and formaldehyde testing is also scheduled.
7. Rob is working with the vendor on the testing of the air in the new Student Services Building.
8. Question on updates of MSD chemical and quality control – Keenan came out three weeks ago to inventory of the chemical on campus. Exception was the hazardous waste, which we can only keep for ninety days. We coordinate the removal through Facilities.

❖ Francis Baylen

1. Finished moving all computer equipment into the new Student Services building.
2. E-waste is being collected in one area for it can be transported out. Make sure there is a board items for the October board meeting for approval to dispose of these equipment.

❖ Patrick Papetti

1. Very busy the first week of classes.

Meeting adjourned at 9:50 a.m.