



**Administrative Services - Area Council**  
**April 24, 2012**

**PRESENT:**

√ Arlene Bautista	√ Mike Dalton	Rod McMillan	Lisa Webb
√ Francis Baylen	√ Momi Elliott	Carlos Mena	
Neal Bennett	Ryan Elliott	√ Patrick Papetti	
Dan Cahill	√ Jo Ann Higdon	√ Kathy Valot	
June Curtis	Miriam Ifill	Valerie Wagner	

\* Approval of minutes from January 31 and March 27 were postponed.

\* Jo Ann Higdon

1. Discussion with the group on a variety of safety and security issues.
2. Discussion on the number of year's federal program files have to be stored and the implication, if an audit occurred at ECC.
3. Regarding storage space in Warehouse – ideal thing would be to scan and electronically file the entire original document in the system.
4. Regarding the storage of Bond files: It has to be stored 3 to 4 years beyond the last pay off date of the bond.
5. IRS implication on Scholarships and withholding of FICA.
6. A part of the Library is built with state revenue money. This part cannot be torn down until the revenue bond is paid off, which will be in the year 2017.
7. Meeting this Thursday with the County regarding the payroll penalty issue in regards to PERS & STRS.
8. Thanks Momi and Arlene on getting all of the information together for the parking budget meeting.
9. MBA building furniture will be arriving May 8<sup>th</sup>. Computers are on order except for the student labs – waiting for the division deans sign off. Classes are to start Fall semester and don't know if all of the faculty will be moved in by then.
10. Need to ask Tom B. if moving company is to assist with move.
  - Regarding the Marsee auditorium it looks like spots have appeared on the metal.

Division report:

\* Arlene Bautista:

1. Question: Adjustment to timesheet and the PERS & STRS penalty – Jo Ann, classified not affected but it look like faculty timesheet will be affected.
2. Carpool survey reminder has gone out again.

\* Frances Baylen

- 1 Upgrading of the portal is occurring, so system might be down intermittently.
- 2 Having issues with the help desk software.

★ Patrick Papetti

1. Getting ready for Bookstore inventory.
2. No customization on our cash register software.

★ Kathy Valot

1. Working on closing and getting invoices paid.
2. Capri is working on tax items.
3. Comment: The front part of the Campus Theater does not look very good. (*Note: this has been taken care of*).

★ Momi Elliott

1. Concern regarding storage space in the Warehouse and the cahiers move in regards to packing of their stuff.
2. Auditors have gone.
3. Babs is the interim Director of Accounting. (Jo Ann - payroll is reporting to him).

★ Mike Dalton

1. We would look to have more space for storage.
2. Files are being destroyed. In January of each year destruction of records board item goes in the board agenda.

Meeting adjourned at 9:45 a.m.