



**Administrative Services - Area Council
November 25, 2014**

PRESENT:

√ Arlene Bautista	Michael Clifford	Ryan Elliott	Valerie Wagner
Luis Bonilla	Teresa Coulter	√ Jo Ann Higdon	Lisa Webb
Francis Baylen	Mike Dalton	√ Patrick Papetti	
Dan Cahill	√ Sophie Dao		

Minutes from July 29th were approved.

❖ Jo Ann Higdon

1. Shops and I&T will be open for Spring semester.
2. Wanted to thank everyone and say that Administrative Services has a great staff.

Division Report:

❖ Arlene Bautista

1. Interview for the vacant police officer position for Compton occurred. Two candidates have been forwarded and are currently undergoing background checks.
2. Jeff Lewis was promoted to Sergeant. His position will be vacant. Jo Ann mentioned his swearing in ceremony was very nice.
3. What is happening with the customer service survey? Jo Ann wants this items brought to the Administrative Services Staff meeting.

❖ Patrick Papetti

1. All is going well.
2. With the new system in place, we are better able to track things at both campuses.
3. Book buyback started this week.
4. Since the bookstore across the campus closed, our sales have increased. We have had to reorder lots more books.

❖ Sophie Dao

1. Audit went well.
2. Fee payment deadline is December 8th.
3. Cashiers are complaining that the sun's heat through the window is a problem. (Jo Ann said she would talk with Janice regarding this issue.)
4. Implementation of the increased ASB sticker cost will go into effect for the Spring semester.
5. Financial Aid process with Higher One is going well.
6. Night cashier has a concern with no lights in the buyback area.
7. Payroll is in the process of doing PT faculty and Police retro checks.

Meeting adjourned at 9:30 a.m.