



**Administrative Services - Area Council  
December 17, 2013**

**PRESENT:**

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

Minutes from August 27<sup>h</sup> were approved.

★ Jo Ann Higdon

1. Budget – waiting for P1 report to be posted on the Chancellor’s website.
  - a. Update on the RDA issue.
  - b. COLA is 1.565%.
  - c. Statewide revenue is up. Finance is recommending to the Governor for the one-time monies to be distributed to the Community Colleges.
2. Two new board members on the Board.
3. All of the construction projects are going very well and on schedule.
4. Smoking policy was taken to last night’s Board and it was not approved. More information and further research is needed.
5. Accreditation – draft of the self-study will be posted on the website very soon. Administrative Services is under Standard III B, C & D.
6. Campus will be open on December 23<sup>rd</sup>.

Division report:

★ Lisa Webb

1. Celia will be retiring this month.
2. Have hired a replacement for Celia, but that person won’t start until January 2<sup>nd</sup>.
3. Sick leave report was sent out.
4. Significant increase in verification for faculty and casual is causing heavy workload on payroll.

★ Arlene Bautista

1. Position not yet filled for the Police Officer that resigned in September.
2. Sergeant position still not filled.
3. Question on power outage on Friday. (Jo Ann said that the power outage happened at 1:20 caused by an accident. Transformer blew-up. Campus was closed by 2:25-2:30. Edison estimated power to be back up within four hours. Power was back by 3:15).

★ Patrick Papetti

1. Bookstore got upgraded software for both campuses. This will better service our customers.

★ Dan Cahill

1. Catching up on thing that needs to be done.
2. Semisi Moniati is retiring at the end of this month.
3. Cleaned out north patio area to store grounds equipment since they lost the area in the stadium.

★ Francis Baylen

1. Bud Sandoval is retiring.
2. MacAfee vendor is on campus this week to improve the virus protection on campus computers.
3. ITS is looking into the timeline for changing over Window XP computer with Windows 7 or 8.

★ Teresa Coulter

1. Stadium will come down shortly.
2. The base of the sculpture is being made and will take three weeks to dry.
3. Putting sod on the baseball and softball field.
4. Some of the floors in the Natural Science and Chemistry are being replaced over the break.
5. Dust collector project is done.
6. In lot H, twenty parking spaces have been taken to park college vans.

Meeting adjourned at 9:30 a.m.