



**Administrative Services Staff Meeting
January 13, 2015**

PRESENT:

√ Babs Atane	√ Robert Brobst	Reuben James	√ William Warren III
√ Rocky Bonura	√ Tom Brown	√ Andy Nasatir	
sick Julie Bourlier	√ Janice Ely	Rachelle Sasser	
√ Robert Bradshaw	√ Jo Ann Higdon	√ Michael Trevis	

Minutes from December 2nd and 9th were postponed.

Handout: First quarter plan, 2015 was handed to the group. Jo Ann went over each item for everyone's review.

❖ **Jo Ann:**

1. Rob – give the page(s) from the haz mat report pertaining to the FA ceilings.
 - a. Your staff did a great job in cleaning the floors and windows.
2. Tom – need an update on the Stadium project on Friday.
3. Bob & Tom – forwarded email from Susan Yeager with attachments. Give me three or four sentences on your plan to move forward.
4. January 20th I will be in court for my testimony. Mike will be acting while I am gone.
5. All current Board Policies and Administrative Procedures will be updated.
6. Will – this morning automatic message was sent out regarding corrupt files. Will said it was cleaned up within two hours.

❖ **Mike:**

1. From 1:00pm – 2:00pm today, we will be doing a practice drill in PE South.

❖ **Andy:**

1. Getting ready for Spring semester.
2. Currently the bookstore system is not capturing registered students and our online sales are down. We need ITS's help in capturing registered students

❖ **Rocky:**

1. Revised the mission statement on our business cards.

❖ **Will:**

1. Patches in the system has decreased the run time for certain jobs in Financial Aid. What took twelve hours now only takes two hours. Per Will, Illusion that did not publish the patches together instead did two separate patches. Linda Detwiller gets the credit to finding the patches.

❖ **Tom:**

1. Everyone is pleased with the CISCO lab.

Meeting adjourned at 10:30am.