



**Administrative Services Staff Meeting  
February 24, 2015**

**PRESENT:**

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

Minutes from February 10<sup>th</sup> was postponed.

❖ **Jo Ann:**

1. Dictated a note to send to AS managers regarding rescheduling the staff meeting to tomorrow at 7:30am in the board room/.
2. Julie - Need an update from Andy regarding his findings on the copyright issue with a book from 2010. (Julie said Andy is working on it.) Can you find an article from the LA Times from about three weeks ago talking about a company that is looking to find copyright infringement.
2. Tom - handed copy of two pages (7 & 8) from the ULI report.
  - a. Will be talking with President this afternoon on how and when to release the report.
  - b. See if the number of parking places is accurate.
  - c. Verify, if you can, the student head count from the WIISH (?) report.
  - d. Look at the last traffic study (EIR report) and verify the rating 1:5.34 is accurate.
3. Will - was giving a copy of ITS Programming Projects from the prior year and was asked to update and add any new projects that are in progress.

Meeting adjourned at 9:30 am.