



**Administrative Services Staff Meeting**  
**April 15, 2014**

**PRESENT:**

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

Minutes from April 8<sup>th</sup> was postponed.

❖ **Administrative Services Unit Plan Presentation**

1. Andy presented the Bookstore unit plan:
  - a. Two items on the plan require no money.
  - b. Under expand in-store rental remove the word “used”.
2. Janice presented the Business Services unit plan:
  - a. New workstation for new buyer position. Jo Ann will need to do a walkthrough when Rocky gets back from his vacation.
3. Janice presented the Fiscal Services unit plan:
  - a. Item #1- include, “cost does not include installation” and add “possible other funding source?”
  - b. Item #2 – delete from list, it will be done by Facilities.
  - c. Item #3 & #5 – email to Jo Ann asking for emergency funds.
  - d. Item #4 – use supply money for purchase
  - e. Item #6 – talk with Rocky to trade out and get replacement copier.
  - f. Last item – very low priority, increase cost to \$14,000.
4. John & Will presented the Information Technology Services unit plan:
  - a. Two items are in progress with funding and one item will be completed.
  - b. There are changes to be made and meeting has been setup to discuss the changes.
5. Tom & Rob presented the Facilities Planning and Services unit plan:
  - a. Their presentation has been tabled until the next meeting.
  - b. Meeting has been setup to further discuss the unit plan.
6. At the next meeting, April 22<sup>nd</sup> Facilities will present their unit plan and the group will prioritize.

❖ **Jo Ann**

1. Rob – email Rick and copy Jo Ann on how many golf carts have come in; where they are located. Then let me know which cart should be taken out of service.
2. Andy, Julie or Janice – send me an email on what is the actual sales to date as of April 1<sup>st</sup>; estimated sales will be between April –June; and the actual sales for last fiscal year (May 1st – April 30<sup>th</sup>).
3. Will – regarding Wi-Fi listing, need to know how much is remaining in the account and how much will be needed.

Meeting adjourned at 10:00.