



**Administrative Services Staff Meeting
May 22, 2012**

PRESENT:

√ Babs Atane	Dr appt. Janice Ely	Reuben James	√ Michael Trevis
√ Rocky Bonura	Bob Gann	√ Andy Nasatir	√ John Wagstaff
√ Julie Bourlier	conf Jo Ann Higdon	Rachelle Sasser	√ William Warren III
√ Tom Brown			

Minutes from May 15th were approved.

❖ **Program Review –ITS:**

1. John & Will went through their program review. The group had some suggestion on changes and verification of some data that was presented.
2. At the next staff meeting Facilities Planning & Services will present their program review.

Committee Reports/Division Issues:

❖ **Mike**

1. Tom – President would like to know when lights will be switched on.
2. Will & John – IT needs to sign off on the POST Police Academy security agreement.

❖ **Babs**

1. In the process of completing the sick leave and vacation database in Access.
2. Need to meet with ITS in getting a program setup so everyone can see what they have in regards to their sick leave and vacation.
3. Working on HR issue with employees having multiple assignments in one department (such as Center for the Arts and Campus Police). Human Resources would like a “Z key” setup so it will be easier to enter information.
4. Working on closing the books
5. First read of the tentative budget went to the May board.

Meeting adjourned at 9:30