



**Administrative Services Staff Meeting
May 8, 2012**

PRESENT:

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

Minutes from March 13, Feb 14, April 10, May 1st meeting have been postponed.

Mike Trevis chaired the meeting.

❖ **Program Review – Campus Police:**

1. Andy volunteered to discuss Bookstore Program Review at the next staff meeting.
2. Mike presented the Parking Services Program Review for the group for discussion.
3. Per Jo Ann's request two items have been added to the Administrative Services program review:
 - a. On each areas program review there needs to be quantitative data that shows two to three years of information in this matrix.
 - b. Mention any funds that were received in the last few years, were these monies used and did it make a difference.
4. Mike will add the additional items Jo Ann has asked for in his review.

Committee Reports/Division Issues:

❖ **Mike :**

1. Discussed some police matter.

❖ **John & Will:**

1. Another laptop was stolen from a Fine Arts faculty office.

❖ **Andy:**

1. Year - end inventory done and Julie is working on the number for Jo Ann.
2. Julie is on vacation next week.
3. Currently business is slow at the bookstore.

❖ **Janice:**

1. Getting the Tentative Budget for 2012-13 put together to take to PBC this Thursday.
2. Year end closing.
3. TRAN (Tax Revenue Anticipation Note) in July of \$10 million.
4. Recommending to the board on an estimate of \$25 to \$30 TRAN for next year.

❖ **Babs:**

1. Getting to know the staff.

❖ **Tom:**

1. Furniture will be arriving tomorrow for the MBA building.

Meeting adjourned at 10:12