



**Administrative Services Staff Meeting
July 10, 2012**

PRESENT:

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

Minutes from July 3rd was approved.

Babs had to leave due to urgent Accounts Receivable billing matters.

Handout – The Status Reports for Submitted Plans was handed out to the group.

❖ **Plan Builder:**

1. Mike presented Campus Police's number one division priority, which is replacing the parking citation machines, which are eight years old. These are the handheld devices for writing parking tickets. They are looking into increasing the cost of daily permits and also increasing parking citation fines.
2. Tom presented Facilities Planning & Services' number one division priority is to augment their budget for additional monies for repair and to keep up with the additional regulatory cost. These are the institutional costs.
3. John presented Information Technology Services' number one division priority, which is keeping technology secure by upgrading the current network security, deploying an intrusion protection system, which will detect infrastructure and device vulnerability.
4. Since Rocky could not join us, Tom mentioned that "Rocky's number one division priority was getting the Administrative Assistant II position filled for Business Services."
5. Janice presented Fiscal Services division's number one priority to be the filling of the Accounting Assistant III position that was vacated a few months ago.

Voting was postponed to the next staff meeting.

Meeting adjourned at 10:00