



**Administrative Services Staff Meeting  
December 10, 2013**

**PRESENT:**

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

Minutes from November 5<sup>th</sup> and December 3<sup>rd</sup> were postponed to next meeting.

Meeting was cut short due to pressing issues with the systems going down and deadline for drop for non-payment. There were a few committee reports.

1. Jo Ann asked Babs to let Janice know that Bill Rauch has sent an email regarding the Audit.
2. Per Jo Ann's request Rob said he looked into the inner campus roadway through Crenshaw Blvd and parking lot L. Did find some issues with the parking lot L roadway. All the road way problems would be included into the project.
3. Rob also said that they have identified the floors in the Natural Science building that needs to be fixed. The work would begin December 17 and would be finished by January 5<sup>th</sup>.
4. Mike said they have identified two of the blue poles going down at 9pm every day. Tom will have his area further look into this issue.

Meeting adjourned at 9:15