



**Administrative Services Staff Meeting
December 2, 2014**

PRESENT:

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

Minutes from November 4th meeting were approved.

❖ **Jo Ann:**

1. No new information to share with all of you on the Director of ITS position.
2. Rocky – where are we on the Channel parking? Are we out to Bid yet?
 - a) How was the SWACC inspection? (Rocky said it went well, but the final report has not been issued yet.)
 - b) Please look into the Natural Science furniture warranty issue.

❖ **Rob:**

1. Paving and striping is done. Waiting for the final invoice. Once that is received, will forward a copy Jo Ann

❖ **Babs:**

1. The auditors were here and the audit went well. Waiting for the report.
2. Summer PT & FT faculty assignment checks are currently being worked on. Should be done by end year.
3. FT & PT faculty lump sum and retro checks have all been processed and delivered.

Meeting adjourned at 8:30am.