

Administrative Assistant Notes: Friday, March 20th

7:42 a.m. Dr. Davenport called! She said she needs some advice about the April focused seminar. She asked that you call her back at your earliest convenience. (P. S. I've never talked to the RWBCCD CEO before. She seemed really friendly!)

8:32 a.m. Mark Sanborn from Sylvan Learning Center in Winter Haven called. He said he needed to speak to you about an urgent matter, but when I asked what the matter was regarding, he wouldn't tell me. I explained that you were out of the office for the day. He seemed miffed and hung up. I hope I handled it okay.

11:40 a.m. Your dry cleaning is ready for pickup!

2:32 p.m. The campus police chief called. He wants you to call him back as soon as you can. He mentioned something about social media. I told him you would be in at the end of the day to check your messages.