

Selected Items From The Directors' Meeting
Administrative Affairs
October 1, 2012

(446)

Attending: Joyce Lopes, Dave Bugbee, Mike Burghart, Traci Ferdolage, Carol (Terry) Lorentzen, Tim Moxon, Lynne Soderberg

Recorder: Melanie LaPorte

- Joyce introduced herself and welcomed the Directors.
- Dave has been working on: 1) Grievances; 2) Union Issues; 3) Information Requests; 4) In-Range Forms; 5) Equity Reviews; 6) ADA Issues; 7) Absence Management Training; and 8) the Health Center.
- Tim gave updates on the: 1) Bus Drivers; 2) PG&E Demand Response; 3) Natural Resources Boiler Replacement; 4) Pedestrian Underpass; 5) East/West Gym Renovation; and 6) Wildlife Building.
- Mike announced that he and Traci worked with the group for the Biodiversity Conference. He also provided information on the: 1) OfficeMax Substitution Program; 2) Check Request & Change Order form updates; and 3) Data Warehouse Resource/Liaison.
- Lynne reported on the: 1) Weekend events; 2) Pellet gun incident; 3) Emergency Message Test on October 10th at 11:45am; 4) City Liaison Meeting; 5) Osprey Magazine; 6) SUPA Contract; and 7) Officer background checks.
- Carol gave an update on the Nursing Program dismantling process. She also briefly discussed fundraising and audits.
- Traci remarked that she is working on the: 1) Finalization of the summer projects; 2) Corp Yard roof and seismic improvements; 3) Wildlife Care Center; 4) Green & Gold Room; 5) EOC Project; 6) Marine Lab Discharge Permit; 7) Renewal of Lease Agreements; 8) Mattole Valley Charter School; 9) Campus Space Audit; 10) CSURMA Loan Structure for Corp Yard; 11) Sustainability's implementation of STARS; and 12) Parking Maintenance Requests & JackPass Agreements.
- The next Directors' Meeting is scheduled for Monday, October 29 and will include all Administrative Affairs Directors.

JL:ml

10/3/12