

**Selected Items From The Directors' Meeting
Administrative Affairs
October 13, 2008**

Attending: Carl Coffey, Dave Bugbee, Tammy Curtis, Gary Krietsch, Sharon Millman, Tim Moxon, Phil Rouse, Carol Terry

Recorder: Betty Newman

- Carl Coffey distributed the "Report of the WASC Visiting Team Preparatory Review".
- Carl announced that Richard West (Executive Vice Chancellor, Chief Financial Officer) is retiring in December. His replacement is Ben Quillian. Carl said that there is likely to be a mid-year budget reduction and recommended that everyone create a plan to be prepared in case it happens. The Governor is proposing a no growth in the budget for 2009/10.
- Carl stated that the 21st Century Project has been moved to 2011.
- Tim Moxon reported on: 1) the quick claim easements from the City of Arcata; 2) the PE Complex Grand Opening.
- Carol Terry mentioned that: 1) the KPMG Auditors left last week; 2) there will be a risk-based FISMA audit; 3) she is working on an annual budget book to share with the Campus community.
- Tammy Curtis noted that the Retirement Fair is scheduled for October 22 in the Goodwin Forum from 10:00 am – 3:00 pm.
- David Rowe talked about: 1) the Zimbra migration and encouraged everyone to clean up their e-mails and to start transferring meetings from Meeting Maker over to Zimbra; 2) how his department is planning to schedule bi-monthly visits beginning November 3 to address questions that arise; 3) the CMS Mobile Training Solution.
- Phil Rouse provided updates on: 1) the Excellence in Higher Education assessments and upcoming training; 2) the changes being made on the Student Payroll Time Vouchers.
- Dave Bugbee commented on: 1) the two recent bomb threats; 2) the discontinuance of the Defensive Driving Classes; 3) the completion of the bid for renewing CMS.
- Sharon Millman reported that she is looking forward to getting the Schatz and Housing contracts in place.
- Gary Krietsch talked about: 1) reduction in Capital Renewal funds; 2) funding for Minor Capital Outlay.