

**Selected Items From The Directors' Meeting  
Administrative Affairs  
November 10, 2008**

**Attending:** Carl Coffey, Dave Bugbee, Tammy Curtis, Melinda Haynes Swank, Gary Krietsch, Melanie Miller, Sharon Millman, Tim Moxon, Dave Rowe, Carol Terry

**Recorder:** Betty Newman

- Carl Coffey distributed the "HSU Fast Facts" for Fall 2008.
- Carl talked about the budget reductions and how they will affect the campus.
- Tim Moxon stated that: 1) the Student Housing project will begin soon; 2) the Kinesiology Building contractors are putting the finishing touches on the project and the development of the Plaza is taking place.
- Dave Bugbee mentioned that the Schatz Energy Research Center project is close to having a Notice to Proceed in place.
- Sharon Millman said that modifications are being made outside Harry Griffith Hall.
- Gary Krietsch commented on: 1) asking the Chancellor's Office for funding for the photovoltaic lighting and solar systems for the Student Housing project; 2) the Annex; and 3) the IES Building.
- Melinda Haynes Swank reported on: 1) Admissions Go-Live; 2) Finance Upgrade; 3) the Oracle contract; and 4) the search for an ASA II in the CMS Office.
- Tammy Curtis provided information on: 1) AIG's involvement as third party administrator over the 401B plans, and encouraged everyone to attend informational meetings with the five plans represented; 2) the good attendance at the training classes that is ongoing.
- David Rowe informed everyone about: 1) the TVs in the Athletics Department; 2) the CMS table; 3) proactive visits by his staff to each department in Administrative Affairs; 4) the length of time e-mail backup covers; 5) an upgrade for Prolog software; 6) software purchase that will place items on the calendar when a person signs up for a class; 7) the new Trinity server 8) the finance system being tied into the campus.

CC:bn  
11-10-08