

**Selected Items From The Directors' Meeting
Administrative Affairs
December 15, 2008**

Attending: Burt Nordstrom, Dave Bugbee, Tammy Curtis, Melinda Haynes Swank, Gary Krietsch, Sharon Millman, Tim Moxon, Dave Rowe, Carol Terry, Phil Rouse

Recorder: Melanie Miller

- Burt asked the Directors for a brief summary of the routines for their departments over Christmas break. Most Directors reported their offices would be closed over the break. Tim reported that he will have one engineer on duty and that generally UPD locks the buildings for break.
- Tammy said they will know by Friday whether or not the Governor will allow a half-day for December 24th.
- Dave reported the search committee has met for the Buyer position in Procurement.
- Phil met with the Oceanography Department and is helping with their enrollment effort. He is also working on a matrix identifying quantitative comparisons for the UBC and has met with Bob Snyder to discuss what he has been working on.
- Tammy announced there will be a travel policy change that will affect relocation costs. She also provided updates on: 1) Unit 11; 2) the search committee for the Vice President position; and 3). Reporting of gifts over \$50.
- Melinda mentioned that progress is being made on the Finance upgrade. A Go-Live for Student Records has been scheduled for today. She will be on vacation beginning Friday, but the CMS Office will be staffed through December 24th. The consultants will be working remotely.
- Sharon commented on the following projects: 1) Library Coffee Bar; 2) Schatz Energy Research Center; 3) College Creek Student Housing; 4) Harry Griffith Hall; 5) Industrial Electrical Services and Annex Buildings; and 5) West Gym.
- Gary has been working on the draft Five-Year Capital Outlay Plan.
- Tim announced that he will have one engineer on duty during the break from 8am to 4pm, and Shipping & Receiving staff will work a half-day. He also mentioned that in the next few weeks and when people return from break, road closures and one-way traffic will occur along Harpst Street. The information has been posted to the website but Burt asked that an announcement be sent out as well.
- Dave Rowe has been working on: 1) Issues with the Zeus server; 2) the Microsoft license; 3) Finance 9.0; 4) Data and phone to the IES Building; and 5) Support Issues with Zimbra.
- Carol is finishing up the FISMA Audit and developing cause statements. Burt asked that a copy be sent to him to review before sending out the final version.

- Burt reported that the President returned from Long Beach with information from the Joint Legislative Session and the Legislative Analyst's Office, and provided a brief summary to the Directors'.
- Burt provided a handout on "Possible Best Practices for the Changing World of Communications", created by Jolene Koester, President of CSU Northridge. It was pointed out that the policy for Administrative Affairs is to have all reporters contact the Public Affairs department.
- Burt handed out a summary sheet on the HSU Enrollment Profile.
- The next Directors' Meeting has been scheduled for Monday January 5th at 9am.

BN:mm
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