

**Selected Items From The Directors' Meeting**  
**Administrative Affairs**  
**December 8, 2008**

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

**Recorder:** Melanie Miller

- Burt introduced himself to the Directors and mentioned that he will be filling in as the Interim VP. He briefly described his 30-plus years of experience on-campus. He said he hopes to represent the Administrative Affairs unit well and to work individually with each director on their budgets. He also told the Directors that he is available anytime should they need to get a hold of him and asked Melanie to send out his contact information.
- Burt provided a brief update from the December CABO Meeting on: 1) Budget; 2) Quality Improvement; 3) Travel Policies & Procedures; and 4) the CMS Task Force.
- Burt asked that the Directors bring department budget information to their individual meetings with him within the next two weeks.
- Burt wanted to know about the homepages and websites for the departments. He said these should be updated and more robust. Most departments are responsible for their own websites, but some are maintained by the Business Information Services department.
- Burt announced that Dave Rowe will be the new Associate Director of Facilities Planning and will be helping Gary out with planning and space details.
- Phil met with the President and Provost to discuss the *Excellence in Higher Education* Program and how to apply it to the WASC principles.
- Tammy provided updates on: 1) Tax Sheltered Annuities Sign-Ups; 2) Annual Evaluations; and 3) Spring Training Sessions.
- Dave Bugbee has been working on: 1) Preparing for the transition of ProCards from MasterCard to American Express; 2) Music Building Fire Payments; and 3) a Stop Notice Issue.
- Melinda gave updates on the: 1) Campus Solutions Project; 2) Finance Project; 3) Oracle Contract; and 4) ASA II Search.
- Tim provided updates on the: 1) Student Housing Project; 2) Parking Kiosk Move; 3) Physical Education Project; and 4) Energy Costs.
- Gary is working on the : 1) Five-Year Capital Outlay Plan; 2) Industrial Electrical Services and Annex Buildings; 3) SFDB Website; 4) Fire Alarm System in the Campus Apartments; and 5) the Mill Street House.
- Dave announced their department has finished the first year of hardware refresh. This has allowed better performance between the machines and CMS programs. He has also

been working on server migration and a Prolog system for the College Creek Student Housing Project.

- Carol has been working on publishing the Budget Book. It should be available in January. She has also been preparing for the Exit Conference for the FISMA Audit.

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