

**Selected Items From The Directors' Meeting  
Administrative Affairs  
January 26, 2009**

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

**Recorder:** Melanie Miller

- Burt had a question about Workers Compensation claims. Tammy and Cindy Darnall Stevens deal with these kinds of claims, so he will talk to them.
- Burt received a faxed copy of the CSU Audit Schedule and asked Carol if she had received one. She said these copies are usually forwarded to her from the VP Office and that she had not received the schedule.
- Burt provided a short update on the State and University Budgets.
- Burt mentioned that Carol is working on a new policy for Records/Information Retention and Disposal per the request of the President. Administrative Affairs holds four specific types of records that need to have an official custodian to oversee their retention and disposal. Individuals were recommended and will be contacted to be custodians for each of the specific records.
- Burt said he had asked Phil to create a worksheet to aid the Directors in the prioritization of the departments/services within Administrative Affairs divisions. Phil went through the worksheets with the Directors and provided insight into what they should be looking at within their areas. Burt asked the Directors to finish the worksheets and send them to Phil by noon on Friday.

BN:mm  
1/28/09