

**Selected Items From The Directors' Meeting
Administrative Affairs
January 28, 2008**

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

Recorder: Betty Newman

- Carl Coffey reported on: 1) the CMS teams and CPDC visits; 2) a letter being sent out by the President regarding the budget; 3) the University Budget Committee giving a presentation to the Academic Senate tomorrow; 4) cautioning everyone to be very careful on hiring, travel, and spending in general; 5) CMS loan; 6) Sports Marketing.
- Gary Krietsch announced that he went to the Chancellor's Office to present the College Creek Student Housing Project in preparation for the Board of Trustees Meeting submittal in March.
- Carol Terry shared information on the collection and status of Cal Grants.
- Tammy Curtis stated that: 1) she meets with the unions on a monthly basis; 2) Unit 6 increases have been sent; 3) there are outdated position descriptions that need to be updated.
- Dave Bugbee informed everyone that: 1) the campus is converting the long distance service to AT&T with a target implementation date of March 1; 2) there are several Stop Notices pending on building projects.
- Tim Moxon stated that he is: 1) working with Danco-Swinerton; 2) items were sent to the bonding company for the BSS project to complete the work; 3) he also reported on the PE Project, Boilers, Window Replacements, Harry Griffith Hall, Easements.
- Paul Picciotta gave an update on the: 1) Student Project; 2) ordering of computers and the need for wiring to place all services in Van Matre Hall; 3) Finance Update.
- Phil Rouse updated us on: 1) a very positive conference call with WASC – expecting a normal upcoming visit; 2) discussion ensued about placing posters around campus in prominent places to make people aware of the WASC visitation; 3) working with E-Work Request training; 4) preparation for CSU Quality Improvement Symposium in late February at San Diego; 5) budget overview for WASC;
- Carl asked for someone to volunteer to be in charge of preparations for the Faculty/Staff BBQ. Carol volunteered and stated that Tricia would probably do it.
- Paul asked that we decide on a name for the Business Information System Group at the next meeting.

CC:bn
1-28-2008