

Selected Items From The Directors' Meeting
Administrative Affairs
January 9, 2013

(449)

- The Administrative Affairs Managers Retreat will be held on February 5th all day at the Aquatic Center. Lunch will be provided. A second computer lab session will be held on February 8th to get familiar with the PREP software.
- Joyce briefly discussed the results of a recent customer service survey. Dave Bugbee and his staff are working on training to address the survey results.
- The Spring Welcome is on January 16th in the Kate Buchanan Room.
- Traci will be the Acting VP while Joyce is out of the office.
- Joyce asked the Directors to review all vacant positions within their areas and reminded them to be more robust in the job descriptions for any positions needing to be filled.
- Joyce mentioned the Process Improvement Initiatives and what progress is being made.
- Traci gave an update on: 1) Winter Projects; 2) Facilities Management & Planning Reorganization; and 3) Local High School Graduations.
- Lynne Soderberg is working out the details for the bike race on April 17th. She is also in the process of looking for a new lieutenant.
- TC discussed where STARS is currently at, as well as the success of the surplus giveaway in December.
- Dave Nakamura mentioned the Grand Opening for the Wellness Center will be on February 19th.
- Mark is working on follow-up projects from this last summer.
- Lynne Sandstrom announced the Nolij Projects will go-live this month.
- Mike Burghart mentioned several projects he is working on, including: 1) Rental Policy & Procedures; 2) Training for Field Trip Sponsors; and 3) Policy on Dogs On-Campus.

JL:ml
3/29/13

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- Dave Bugbee gave a brief update on Executive Order 1083 and Extended Education training specific to HSU.
- Nancy said the Sponsored Programs appointment process in Noliij will roll out soon.

JL:ml
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