

Selected Items From The Directors' Meeting
Administrative Affairs
February 2, 2009

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

Recorder: Melanie Miller

- Burt mentioned that nothing new has been heard on the budget front, including construction projects.
- Burt sent Carol a memo with the names of the individuals identified to be custodians of the various files/records within Administrative Affairs.
- Phil continues to work with the WASC Group and will be attending the first meeting for the Cabinet for Institutional Change. He also asked if any of the directors had survey needs to contact him.
- Gary is working on the program for the Industrial Electrical Services (IES) Building.
- Dave Rowe is working with Gary on the IES Building. He is also working on the transitions within the CMS Group and the Finance 9.0 upgrade. He mentioned that changes have been made to the "En Fuego" system. He encouraged all those who continue to have problems with Zimbra to report it to the BIS Department.
- Carol mentioned the training collaborative has been working with both Student and Academic Affairs. The changes and training opportunities will be announced at the end of the week.
- Dave Bugbee announced that he has the Oracle contract amendment for Burt to sign.
- Tammy reminded the Directors that any in-range progression and recruitment documents need to have justification letters attached or they would not be processed. There will be management training in March and she suggested the Directors view the training website for more information.
- Sharon provided updates on the: 1) Library Café; 2) Schatz Project; 3) Student Housing Project; and 4) Campus Furnishings Policy draft.
- The Directors' spent the remaining time reviewing the departmental/divisional prioritization sheets with Burt.

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