

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

**Attending:** Carl Coffey, Dave Bugbee, Tammy Curtis, Gary Krietsch, Sharon Millman, Tim Moxon, Paul Picciotta, Phil Rouse

**Recorder:** Betty Newman

- Carl Coffey announced that: 1) there is a need for volunteers to help out with commencement and asked the Directors communicate this to their staff; 2) there are no details on the budget at this time.
- Gary Krietsch mentioned that: 1) he working on closing escrow on the Mill Street House; and the Nursing Project is making progress.
- Phil Rouse talked about: 1) the Auxiliaries Budget Mapping Session; 2) the Excellence in Higher Education Training he will be attending at the Chancellor's Office; 3) the Custodial communication monthly meetings; Meeting Maker being down until noon today; 4) the last two E-Work Request training sessions being held this week.
- Paul Picciotta reported on the: 1) Financial upgrade; 2) the Student project.
- Sharon Millman said: 1) that she is working on the design build RFP for the Schatz project; 2) the Housing Project is progressing; 3) they are working on the furniture order for the HGH Building; 4) Swinerton is working on correcting the floor problems in the new BSS Building.
- Dave Bugbee mentioned the Stop Notices that are accumulating on the BSS Building.
- Tammy Curtis reported on the: 1) Payroll and Human Resources Workshop that was presented last week; 2) the MPP performance evaluation letters that were sent out last week; 3) Brian Hurst is the new Labor Relations representative in the Chancellor's Office for Humboldt.
- Tim Moxon stated that: 1) his staff is working hard to get the campus ready for graduation; 2) there was a boiler exchange in the Natural Resources Building this weekend; 3) there was a site visit at the Library, funded by the California Solar Initiative.

CC:bn  
4-28-08