

**Selected Items From The Directors' Meeting
Administrative Affairs
June 2, 2008**

Attending: Carl Coffey, Dave Bugbee, Tammy Curtis, Melinda Haynes Swank, Gary Krietsch, Melanie Miller, Sharon Millman, Tim Moxon, Carol Terry

Recorder: Betty Newman

- Carl reminded everyone to turn in a breakdown (Travel, IT, OE, etc.) for their 2008-09 budget based on last year's budget. Salaries and benefits are placed in the appropriate accounts by the Budget Office, so should not be included in the breakdown.
- Carl gave an update on: 1) the Mill Street house and 2) the Annex.
- Melinda announced that: 1) the CMS focus is on campus solutions; they are starting to take a closer look at costing needs and the Finance Upgrade.
- Tammy shared information on: 1) Performance Evaluations due date; 2) Merit Bonuses; 3) recruitments; 4) year-end appointments and separations.
- Sharon reported on the: 1) Harry Griffith Hall move; 2) BSS floor; 3) Schatz RFP.
- Gary provided an update on: 1) Nursing; 2) relocating a classroom (GH 124 to GH 218); 3) moving open computer lab into the Library; 4) and Nelson Hall electrical system upgrade.
- Dave talked about the: 1) paint in the creek; 2) purchasing; 3) audit for orders over \$15,000 by KPMG.
- Tim said that: 1) they are busy doing construction and getting contracts out; 2) he attended the Systemwide Plant Managers meeting; 3) they are looking at the energy contract and trying to decide the best option.
- Carol stated that: 1) a fingerprinting policy is in the works whereby all of the finalists in a position search would be fingerprinted before an offer of appointment could be made. When it is in place, all new employees will be fingerprinted. 2) the campus is moving toward issuing a phone stipend; 3) Delta officially starts flying out of Arcata June 5. Delta is not on the state rate until the end of June.
- Carl announced that Dave Rowe will give a presentation at the next Director's Meeting regarding cell phone options using a Blackberry. The Edge contract ceases at the end of June.