

Selected Items From The Directors' Meeting
Administrative Affairs
August 1, 2013

(454)

- Joyce gave brief updates on PREP, Performance Evaluations and upcoming Centennial events. She also mentioned that the division had committed to building a float for the Centennial Parade and asked that a committee be put together for this task.
- Marisa presented the new communication tool through MyPortal. Messages through MyPortal will eventually replace all other forms of announcement communications, excluding emergency situations which will still be posted to the website. A spreadsheet will be sent out to the managers requesting information on regular emails/announcements they send out to the campus, in order to keep a master list for the year. Marisa and Melanie will provide support for this project. All electronic messages that need to be sent out should be emailed to Melanie.
- The AVP's/Chief/Executive Director provided brief updates on:
 - Dave Bugbee: Training; Common Human Resources System (CHRS); and In-Range Progression (IRP) Forms.
 - Traci: Hosting the Executive Facilities Officers Meeting on September 20; Planning & Design Projects-Marine Wildlife Care Center, Natural History Museum & Summer Moves; New absence management process; and Process mapping. Mark provided a brief update on the Wellness Center & IESCO roof.
 - Dave Nakamura: South Lounge remodel is almost done.
 - TC: Zim Ride; Adding an extra ZipCar, bringing the total to 3 on-campus; and next steps for STARS.
 - Lynne Soderberg: Officers will adopt a community residence hall and provide a presence, get involved with the students there; Will mentioned a new officer had been hired; and Lynne said they will be discussing skateboards and bikes on-campus.
- The next meeting will be August 21st at 10:30am.

JL:ml
08/05/13