

**Selected Items From The Directors' Meeting**  
**Administrative Affairs**  
**August 21, 2013**

**(455)**

- Joyce provided brief updates on:
  - PREP Meeting on September 5<sup>th</sup>
  - Performance Evaluations
  - Business Services
  - Sustainability
  - Diversity
  
- The Managers provided brief updates on:
  - Dave Bugbee: New hires; IRP's and reclasses; CHRS; and electronic appointment forms.
  - Traci: Fulkerson Hall, Energy Projects; Science D & E; Building Condition Audits;
  - Mark provided a brief update on the Wellness Center Roof; IESCO roof; Natural History Museum; and Greenhouse.
  - Dave Nakamura: South Lounge remodel is almost done.
  - TC: New ZipCar here next week in JGC lot; and new recycling containers.
  - Mike: Working on improving the AP process for end-users; includes combining multiple forms into just one.
  - Lynne Soderberg: Emergency Notification text message vendors; new conditional job offer for officer position; and new alarms system at Children's Center.
  
- The next meeting will be October 2<sup>nd</sup> at 10:30am in SBS 405.

JL:ml  
09/26/13