

Selected Items From The Directors' Meeting
Administrative Affairs
August 25, 2008

Attending: Carl Coffey, Melinda Haynes Swank, Gary Krietsch, Sharon Millman, Tim Moxon, Phil Rouse, Tammy Curtis, Dave Bugbee

Recorder: Melanie Miller

- Carl Coffey announced that HSU has been certified to manage projects on-campus and thanked Tim for all his work on the certification process. Carl mentioned there will be a FISMA Audit on November 3. He provided a copy of the CSU Travel Best Practices that is being discussed, but has not been finalized.
- Carl provided an update on: 1) Capital Outlay; 2) the Industrial Electrical Services Building Acquisition; 3) the Turner House; 4) Risk Management Rates; 5) City of Arcata MOU and Easement Issues; 6) Administrative Affairs Prioritization Process, asking Phil to lead out.
- Carl will be the Quality Improvement Liaison for CABO, as Richard West was impressed by the work being done at HSU by Phil, Dave Rowe, and Colby Smart.
- Carl asked the Directors to: 1) provide names/positions of those on Administrative Affairs Committees; 2) complete MPP and Staff Evaluations by September 15; 3) provide explanations for this year's roll-forward amounts by September 3.
- Carl and Tim will be working on reviewing the key policy, as requested by the President and Vice Presidents.
- Phil Rouse provided updates on: 1) the Student Payroll Project; 2) the Excellence in Higher Education Training in November; 3) the Biennial Report.
- Tim Moxon reported on: 1) the Physical Education Project; 2) Harpst & B Street Intersection Work; 3) Harry Griffith Hall Landscaping.
- Melinda Haynes Swank commented on the Campus Solutions Project. The Admissions portion will go-live October 6. She has also been working on: 1) the Campus Core Function Review Analysis with Tammy; 2) the new RFP for the Campus Solutions Project; 3) the CMS Budget.
- Tammy Curtis noted that the Chancellor's Office Grievance Information was incorrect and listed HSU as having more active grievances than it really has. Tammy also provided an update on Units 4 and 6 negotiations.
- Dave Bugbee mentioned that reported student injuries have increased over the last year, while staff numbers are down.
- Sharon reported on: 1) the Student Housing Bids; 2) the Schatz Energy Research Center; 3) the West Gym.