

**Selected Items From The Directors' Meeting**  
**Administrative Affairs**  
**September 4, 2012**

**(444)**

**Attending:** Burt Nordstrom, Dave Bugbee, Mike Burghart, Traci Ferdolage, Carol (Terry) Lorentzen, Tim Moxon, Lynne Soderberg

**Guest:** Anna Kircher

**Recorder:** Betty Newman

- Anna Kircher presented information on the Enterprise Data Warehouse and explained that each vice president needs to designate someone in their area who would be a resource person - a person who would build reports and answer questions. There would be a significant amount of training involved, and would serve on the Warehouse Steering Committee. Anna would like to know who that person will be by September 14.
- Burt talked about: 1) University Senate and asked the Directors to email him bullet points on what is taking place in their area sometime this week, so he can report it to the University Senate; 2) a CABO conference call he has with the Chancellor's Office tomorrow; 3) Joyce Lopes, who said she will be here on campus October 4.
- Mike announced that: 1) he is attending a CSU RMA orientation next week; 2) the Active Shooter presentation to the Executive Committee will be presented by Lynne and Jan Marnell; 3) a new sports club is forming, called "Quidditch".
- Dave stated that: 1) he attended an orientation at the Chancellor's Office for new people in Human Resources; 2) he talked to the President and Athletics coaches about Title 9, and that there will be a broader based training in the future; 3) communication will be coming out about absence management.
- Traci remarked that: 1) she is planning to close out the books for the summer projects by mid-September; 2) she is working with Mark on a campus-wide clock system; 3) she met with Mark last week to create a design for the EOC; 4) she is working on the Corp Yard roof and seismic improvements, Green & Gold Room, Major Capital Plans and Minor Capital Plans; 5) Phase 1 of the space audit is completed and the data will be transferred to the electronic plan room; she is working on Parking policies and procedures as well as the Jack Pass.

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- Tim said that: 1) a person from Sonoma State talked to the Coordinators about apprenticeships; 2) Cindy Darnall Stevens is going to meet with his staff about "Open Enrollment"; 3) Traci and he went to the EFO meeting last week; 5) the State Fire Marshall billing takes a long time to reach us for payment. Burt asked that Tim report to him how much the University is paying the Fire Marshall each year.
- Lynne reported on: 1) the weekend activities; 2) a conference call with the CSU Chiefs and Ben Quillian; 3) a new contract for Unit 8; 4) the Demonstration Policy; 5) the upcoming Chiefs Conference at the Chancellor's Office October 17-18; 6) motorcycle and bicycle accidents; 7) citing bicycle and skateboarder violations.
- Carol stated that: 1) they are getting ready for the Financial Audit systemwide; 2) they are moving out of Sponsored Programs into the State side; 3) new Travel Policies seem to be working well.
- Burt announced that Melanie will be returning back to work next Monday, the 10<sup>th</sup>.
- The next Directors' Meeting is scheduled for Monday, September 17.

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