

Selected Items From The Directors' Meeting
Administrative Affairs
August 7, 2006

Attending: Carl Coffey, Dave Bugbee, Tim Moxon, Paul Picciotta, Lori Rudebock, Bob Schulz, Carol Terry

Recorder: Betty Newman

- Carl Coffey distributed brochures on the Plaza Beautification Project.
- Carl reminded the Directors that paperwork for MPP raises and requests for merit or equity raises are due August 9. He needs the final MPP evaluations today.
- Carl announced that he had received the initial budget information from the President and will work on it with Carol Terry.
- Carl asked Dave Bugbee to develop a policy which states that nobody will be allowed on the roof of the bleachers building in Redwood Bowl.
- Paul Picciotta has asked Phil Rouse (the new Quality Improvement Analyst) to gather information from the campus for the Bi-Annual Quality Improvement Report. It covers the period between July 1, 2004 through June 30, 2006. If there are any improvements that have been made on campus that could be included in this report, call Phil at ext. 5220 by Wednesday.
- Paul reported on the: 1) Human Resources process; and 2) the search for the Trainer position.
- Bob Schulz reported on the: 1) BSS Building; 2) PE Building, 3) Science B; Signage and Kiosks projects.
- Bob said that the screens are in place, and the projectors have been ordered for the Smart Classrooms. Carl asked Bob to inform Rick Vrem about the status of the Smart Classrooms, so faculty can be notified.
- Dave Bugbee met with Phil Rouse regarding the Procurement Card and the Purchasing Process.
- Tim Moxon reported that the Co-Gen is up and running. The problems they were having seem to be solved.
- Lori Rudebock reported: 1) she is getting ready for the Emergency Preparedness Audit; 2) she will be working on policies that need to be put in place from Executive Orders that have been issued.
- Carol Terry is preparing the preliminary paperwork for the GAAP Audit and a new Procurement Card. She's also working on moving up the Accounts Receivable implementation.

CC:bn
8-7-2006