

Selected Items From The Directors' Meeting  
Administrative Affairs  
January 29, 2007

**Attending:** Carl Coffey, Dave Bugbee, Paul Picciotta, Mary Fischer, Tim Moxon, Gary Krietsch, Carol Terry

**Recorder:** Susan Dodson

- Carl discussed: 1) UBC budget presentations on February 12th, 2) the latest workers' compensation report, and 3) workload issues in Facilities Planning.
- Tim Moxon reported on the BSS and Physical Education Building projects.
- Carol Terry reported on the FISMA and GAAP Audits.
- Gary Krietsch gave a Facilities Planning & Design update.
- Paul Picciotta reported on: 1) A/R project, 2) Customer Relationship Management (CRM), 3) the Human Resources upgrade, 4) Student Administration, 5) the consolidation of access forms with digital signatures, 6) the Document Management project, and 7) Quality Improvement (Annual Symposium is February 21-22).
- Mary Fischer announced that Human Resources is currently working on updating their website.