

Directors' Meeting Agenda

Date: 13 October 2008

10:00 – 12:00

Angela

- Items for CEMML employees/guests
- Colorado hiring freeze implications
 - Positions on 53 funds are exempt from the freeze
 - Each action requires WCNR and Provost approval
- Update on a more accurate and usable CEMML Address Book
 - narrowed viable options down to one
 - web published – Bill Sprouse and Brian Dudek
 - Palm friendly
- Off-campus search chair training
 - Waiting on OEOD to agree to schedule
 - Teleconference abilities
- Off-campus benefits presentation
 - Alaska in the works

Bob

- Review of responsibilities for background checks
- Computer for Tracy – vote passed to purchase
- Downstairs cube status? – latest draft to be reviewed by David and Cal
- Status of 16/closed funds?
- USFS report requirements

Cal

- What is the level of effort needed of IT staff for new copier? – initially onerous

Jim

- CR artifact processing facility update – ready late this month

Steve

- Review in-house training status – GIS team scheduled, Bob will check with his group, Jim will review with his group for FY09
- Implications of Mark Prieksat's departure

- Projects
- Personnel
- Office space/phone
- Position replacement
- TSP directory – currently in Chris’ directory
- CEMML Code – last opportunity for revisions before ‘finalizing’
 - Comments due 20 October 2008
- Listing of Center at GALE ENGAGE Learning

Action Items

Alan - Assign one person to update once a week the wall calendar from all of the Directors’ Calendars in Outlook since there is some reluctance to take it down.

Angela – find options for employee appreciation gifts (yearly and anniversary).