

Directors' Meeting Agenda
Date: Monday, 18 February 2008
10:00 – 12:30

Angela

- Employee Handbook and Supervisor Responsibilities
 - Angela updated the Employee Handbook and created a brief overview for supervisors covering federal and state employment laws titled Supervisor Responsibilities.
 - Both are now on our website.
- Falsifying timesheets
 - Reminder: falsifying timesheets to avoid overtime pay is against federal law even if the employee wishes to “volunteer” their time or to make up for lost time.
 - See the Supervisor Responsibilities document on the web for additional information.
- Overtime for non-exempt employees
 - Time worked over 40 hours in a week by State Classified and hourly employees must be paid as comp-time or cash payment.
 - Both comp-time and payment must be granted at a rate of time and a half.
 - Be careful with make-up time: must be within the same week or else qualifies as overtime.
- State Classified vs. Admin Pro positions
 - It is important to understand the Fair Labor Standards Act when determining if a position is Admin Pro vs. State Classified.
 - This is a hot legal topic.
 - See Angela for questions.

Alan

- Co-PI approvals
 - Alan will check with the university to see if there are any limits to signature authority.
 - Directors decided to allow signatures at the co-PI level if permitted by the University.
- Signing for PI
 - Pre-travel which can wait for absent PI will be held. Otherwise, Alan will email PI for approval. Post-travel will not be held more than 24 hours.
- Per diem cutoff

- A potential for a uniform time cutoff for early and late departures was discussed.
- Mark will research the federal travel policy.
- A decision will be made by the EC after further review.

Bob

- USFS cooperative agreement. A new cooperative agreement is in the works. There are some issues relative to environmental compliance work that need to be addressed before the agreement is signed. Bob, Mark and Steve will seek a meeting with the USFS to discuss.
- Purchase: light for Nancy's microscope – approved

Cal – approved absence

Bill

- OSP identified several expired FAR clauses that were being passed down from Parsons Engineering in the most recent SRP task order. A time extension was granted by the Army as they revise the contract language relative to the FAR clauses. Kudos to OSP.

Jim

Mark

- CEMML display – Mark will work with CSU Creative Services to create options for the EC to review.
- CEMML brochures and packet – Current plan is to update to a single booklet.
- Mark asked for update on the purchasing of scanners – Cal has begun working with Brian on researching our options. There seemed to be a general feeling that fewer but higher quality scanners may be more desirable than numerous lower-quality scanners.

Steve

- College-mandated 'sensitivity/sexual harassment' training for ALL WCNR employees – two sessions now available for CEMML
- Making EC minutes public (*sans* sensitive items) – start today and will be made public on our website.
- TPS issues - more to be decided on by next EC meeting
 - EC will established criteria for what constitutes a TPS by next EC meeting

- editorial standards
 - editorial board
 - will go through a formal editorial check
 - must have written concurrence from the sponsor that the document can be distributed to the public
 - Directors need to provide suggestions/input to Steve prior to next EC meeting
 - System problems
 - do not reserve a number until you are ready to print
 - no more self service reserving of numbers
 - need written concurrence from the sponsor that the document can be distributed to the public before able to reserve a number
 - off-campus employees will be encouraged to submit technical reports but they, too, must meet TPS criteria and standards
 - The EC will explore the potential to create an alternative management series for other types of publications, again potentially open to off-campus employees
 - Alternative venue(s)
- SRP RFP/teaming and AEC/IMCOM megacontract status
 - Tasked the EC to come up with a list of criteria to determine who should be considered as viable partners.
 - Building remodeling progress
 - Angela will work with Brian to schedule training to help employees work from home when necessary
 - Tom Rose, Parsons, will come by on Wednesday morning to discuss primarily SRP.
 - CIOSU – Bob/Steve noticed several discrepancies in our numbers in relation to total funds brought in for 2006 and 2007. The numbers appear to indicate that CEMML is executing \$24-26M per year when the numbers are calculated by calendar year as opposed to CSU fiscal year. Our previous estimate was ~\$20M.