

Directors' Meeting Agenda
Date: Monday, 10 March 2008
10:00 – 12:00

Angela

- Considerations need to be made regarding overtime for State Classified and hourly employees working flex time or nonstandard schedules. Any time in excess of 40 in a week must be compensated at a rate of time and half.
- Milestones:
 - 15 years – Dave Jones and Tom Schipper
 - 10 years– Bill Doe, Marlene Johnson, Glenda Lesondak, Sandy Nelson, Tom Ruzycki
 - Retired – Jackie Smith

Alan

- Charging business cards
 - not all accounts will allow this charge
- Last minute purchases
 - Alan will talk with Carmen about discussing purchase rejections timely
- 16 Fund balances
- New 21 Fund account
 - should have arrangements made by this month so the approval is in the queue for July 1 implantation

Bob

- International Committee for the College
 - Recently nominated
 - Purpose is to increase the visibility of the college's international efforts
 - Send Bob information on international work for the website

Cal

- Building progress
 - tentative schedule on the white board in Conf room
 - GIS lab is covered on temporary space
- Painting

- Will have Facilities paint the offices and Paul will continue painting the common areas
- IGI&S
- NGB – PBS&J
- Japan

Bill

- Status of distance learning efforts
 - Working on assigning three course numbers (500 level) which will help move forward through the academic side
 - Will need departmental, college and Faculty Council approval
 - Could possibly begin as early as the first of next year
 - Course content currently being developed by Steve, Bill and Jim in conjunction with an instructional designer
 - Currently using 16 funds, proposal for Legacy funding not awarded
- IPA resignations
- Parsons status

Jim

- FRWS Chair seminar report
- USACE/Omaha District ID/IQ for Environmental Services
 - Small business set aside appears to be a trend in the Army, what is CEMML's potential?

Mark

- FRWS Chair interview report
- USFS meeting report
- Accounts over spent, vote to let OSP contact the RM person and solve the issue

Steve

- Questionnaire sent to Associate Directors
- CEMML address book status
- CEMML TPS series criteria, cover, editor, etc.
 - Journal vs. Technical Publication Series
 - Should be better managed
 - Do not need an in-house editor, outsource to a professional editor where necessary

- It is the Assoc Director's responsibility to conduct quality control on each publication
- Process needs formality
- Henceforth all TPS reports will be made public, placed on our website, and made a PDF
- Partnering with AMEC in Europe
 - teaming agreement should arrive today (US Army Europe wide)
- Army PMR meeting
- Warren AFB RTLA solicitation, has been awarded
- Accepting credit cards for SRA work
 - they should work directly with the printer
- SRP status
- Mark will be Acting Director during Spring Break

Action Items

All except Bob:

- Send Steve answers to his questionnaire by Friday the 28th

Angela

- Arrange training session with IT on accessing IT services from home
- Work with Bill Sprouse on a better address book, consider removing it from the website

Steve

- Speak to the Dean about policies on furniture purchases
- Follow-up on the old RSC program
- Develop a straw man on what constitutes a TPS

Bill

- Get a hold of Dan Smith

Bob

- TPS