

Directors' Meeting Agenda  
Date: Tuesday, April 8, 2008  
1:00 – 3:00

Angela

- Notice of lack of funding or end of contract needs to come to me no later than the first of the month
- Performance appraisals
  - Employees deserve timely evaluations
    - Use self evaluations and supervisor evaluations when additional information is needed and also to foster two way communication
    - Consider delegating the responsibility if you have difficulties completing evaluations timely
    - Consider changing the cycle dates
- Employee recognition
  - Certificates
  - CEMML note card from the Technical Director
  - Website
- Directors' Meeting Agenda
  - If agenda items are added with the detail included for them to make sense when it's posted on the web, it would be ready to post with less editing and would alleviate the need for someone else to add the detail after the meeting
  - Additional information necessary that arises during conversation would be added to the minutes as usual such as action items and decisions made
- Spring Picnic and Mush Ball
  - May 30<sup>th</sup> at 11:30

Alan

- Computers on 5-3 accounts
- 16 fund
- Salary Exercise numbers have arrived
  - Will verify that all are on the list who should be

Bob

- Weston – Roan Plateau RFQ status

## Cal

- Assignment of open cubicles
  - Directors who wish to reserve cube space should mark it on the cube diagram
- Weston – Corps Env Services RFQ
- IGI&S status

## Bill

- Distance learning update
  - 3 courses ready possibly by Spring '09
- For distance learning courses offered through DCE, the tuition (typically about \$419/credit hour) is distributed as follows:
  - University - 10%
  - DCE - 40% of the remaining 90% (or 36% of total) College (WCNR) - 60% of remaining 90% (or 54% of total) Unit (CEMML) - full amount provided to College or College has discretion to take a small % (2-3%) and send remainder to unit.

## Jim

- JZ teaming strategy for AEC ID/IQ to provide Army cultural resources services
- Retention of outstanding balances on FFP contracts

## Mark

- Display stand designs
  - Will order the retractable style
- Cost reporting – timely reporting of over-budget items on closed projects

## Steve

- Employee Recognition Month is April
  - Take Admin Staff to lunch
- Determination of Acting Director
  - Jim Zeidler week of April 14<sup>th</sup>
  - Bob Brozka week of April 21<sup>st</sup>
- Do we need to alter the frequency of EC meetings?

- Not for regular meetings but should call additional meetings on an as needed basis
- Appraisals
  - Focus on getting caught up

### **Action Items**

#### Angela

- Continue with salary comparisons
- Send a copy of employee self-evaluation form to the Directors

#### Alan

- Check on pop funds to cater BBQ at the Spring Picnic
- Arrange Admin Appreciation lunch
- Task Sherrie with organizing the Spring Picnic