

Directors' Meeting Agenda

Date: September 8, 2008

9:00 a.m. – Noon

Alan

- 16-fund status review
 - Professional development for RAs
- Access to salaries – fine line between access needed for bids and employee privacy. Will work to find a solution.
- New Accounting Tech – Jane Owen-Maul starting 9/25/08
- Plants – orange tree and fir going in front lobby
- AD/PM on on-campus accounts – okay if justified
- Co-PI versus PI – will print a list and have it reviewed for consistency. PI does not need to be a CEMML director.

Angela

- Knowledge Tree record archiving software (IT briefing of hardware options)
 - Brian was asked to present our hardware options for scanning.
 - Desk top scanners vs. upgraded copy machine
 - Vote passed to lease an upgraded copy machine based on cost, large document capacity, network capabilities, end of life cycles
 - Brian is researching the color possibilities
- Retirement information session for CEMML Admin Pros, Sept 24th 10am CEMML conferences room
- Search weights for references and oral skills no longer necessary
- OEOD requested that legal counsel help with wording in contracts regarding employees not being able to access their worksite
- Angela will meet with CSU's insurance broker to discuss the CEMML safety manual and employee training to mitigate risk

Bob

- USFS reporting
- Employee manual update re compliance with installation policies
- Personnel issue

Mark

- Resignation

Steve

- Outlook calendars versus wall calendar
 - Vote passed to use Outlook only, wall calendar will be removed due to duplication of effort
- Ceiling fans or AC for basement level, both will be researched
- Warfare Ecology Consortium
- Purchase Shaw book for herbarium
 - Yes vote passed
- CSU Ventures and the AEC megacontracts

Action Items

Alan

- Ceiling fans or AC for basement level, both will be researched
- Create an average rate structure to use in bids
- Take wall calendar down in Admin Office

Angela

- Employee manual update re compliance with installation policies

Mark

- Send transition plan to Steve