DBMI Administrative Meeting Minutes
November 2, 2005
Started: 10:00
Adjourned: 10:30

Present: Alexis Broussard
Alayne Ford
Joyce Green
Rischelle Jenkins
Becky Mullen

Absent: Jane McLaughlin

➢ e l e v a t e Update
  o Credo Behavior #2: “I respect privacy and confidentiality” - discussed how
to respect privacy and confidentiality as DBMI administrative staff member
and gave examples
  o November Birthday’s: Jane McLaughlin (Nov 16th)

➢ DBMI Standards of Operations Manual – roll one out per month
  o Alternative Work Guidelines: A copy of the final version of the pilot
alternative work guidelines was distributed. The Informatics Center has
given us the green light to pilot the alternative work arrangements policy
in the administrative area. Linna will present at faculty meeting on
November 3rd so that all faculty, especially the supervisors of the
administrative staff members know that this guideline is in place. Linna
will let you know when requests can be presented to your supervisors.
  o Attendance Policy (calling off, vacation requests, etc) (Goal Date
Changed: December 1)

➢ Administrative Phones Experiment – Everyone is answering their own phone
and it is going well. We will continue with the current plan.

➢ E-Procurement Update -Will begin using in December 2005. Linna will have to
device a set of departmental guidelines for this system.

➢ Executive Secretary and Administrative Assistant Search Update – There
have been 5 candidates interviewed for the Executive Secretary position. Hope to
have final candidate selected within the next week. Then we will begin to recruit
for new Administrative Assistant to replace Xoe Irvin.

➢ Bulletin Boards Headers and Signage Update – Jane has put a header on the
Administrative Bulletin Board. She is working to complete headers for the other
boards. She is also working hard to provide adequate signage for both the 4th
floor and LL.

➢ Upcoming Important Dates:
  o Next Meeting: Wednesday, December 7th @ 10:00 in 456 ELB