**Ratification of the President's Action Regarding the Eastern Division's Administrative Office Remodel**

Within the approved budget for 2012 was an eastern division remodel of the Patient Financial Services area in the Eastern Division along with several other offices to allow for changes in job function and additional staff.

Transport volume in 1996 was 59,069. In 2010 the number of transports was 131,905. All available employee seating has been occupied, and all efficacies have been taken with existing areas. The president's office space will be reduced by half to allow for an additional conference room, and the director of communications and public relations office will be modified to accommodate the vice president of financial services, who shares her time between both cities.

The timing of the project was important due to the fact the annual independent audit had just been completed and September's billing cycle had closed. With these two items complete, the patient financial services employees could then be temporarily moved for the construction with as little down time as possible.

The bids were below the architect's estimate and our attorneys have approved the contract.