

Finance & Administration Directors' Meeting Minutes

Monday, December 6, 2004

Present: Petra Carver, Art Costantino, Ken Holstein, Anna Kircher, John Lauer, Bonnie Marie, Walter Niemiec, Collin Orr

November 22 minutes

Approved.

Additional agenda item

Walter would like to give a report on the benefit officers' meeting.

FAD goal #8 (Begin the institutional process to develop a business continuity plan)

A business continuity plan is a part of the emergency response plan and deals with how to resume business after a catastrophic event. Art suggested we have a meeting of stakeholders to start this discussion. Resuming and maintaining business after a catastrophic event falls heavily on Business Services and Computing and Communications.

The C and C team surveyed end users a couple years ago to ask their priorities for reinstatement of services. They will follow up with further research and formulate a cost. The worst-case assumptions they used were: ① event occurs February-May, ② eighth week of the term, ③ facilities are unusable for at least three months.

Anna stated DIS requires C and C to have a business resumption plan. She and her team have been working on this without an institutional framework. Anna suggested that the College hire a consultant to help us develop a plan and that a FAD staff member be assigned to coordinate the effort.

Collin observed that the Special Assistant to the Vice President for Finance & Administration would be a logical person to lead this effort. Until we have a person in that position, Petra volunteered to start the work.

CALENDAR NOTE: No FAD Directors meeting on December 20.

Search updates

Director of Facilities – there have been two rounds of phone interviews, references are being checked, hopefully candidates will be invited to campus by mid-January.

Vice President for Finance & Administration – rating key is done, screening candidates for phone interviews in mid January, hope to be completed by mid-February.

Concern was expressed that the timing of these searches is not the best. It is somewhat problematic that we will hire a director before that person's vice president is in place and that the vice president will not be a participant in the selection of one of his/her direct reports.

Benefit Officers' meeting report

Walter reported that he has been Evergreen's rep to the ICBO Benefit Officers' meetings for approximately 5-6 years. Directors were unaware that TESC makes a contribution to employees' retirement, and we need to communicate this fact to all employees.

Walter also reported that, approximately ten years ago, police officers were given the option of opting out of Social Security deductions. Regulation changes may leave us with an unfunded liability in this matter.

Exempt employees have only one option: TIAA-CREF, and we need to investigate other offerings and options. Walter indicated that we could join UW's plan, which has several more options.

It was agreed that we need a staff position devoted to benefits matters.

Action Item: Art will discuss with Ken the issue of a benefits officer

Action Item: Art and Ken will discuss dissemination of retirement information: what needs to be communicated and who will do it

Action Item: Walter, Petra, and others will continue to work on the topics of retirement and benefits

Performance measurement discussion

Benchmark – appropriate standard and delivery of service. What should be measured, and do we have the right measures?

Action Item: Directors will study the goals of each other's departments and discuss at the next meeting

Unit updates

Business Services (Petra)

- State accountability audit is done, and the auditors have moved on to the financial statement audit. Should be completely done by the end of December. Starting next year, Petra hopes the audits will be done by the end of October. She believes there will be a few management letter items but no findings
- The Foundation audit is done
- Student Accounts is gearing up for winter quarter
- Art, John, Petra, Bill, and Fred are meeting regularly to discuss Housing financial issues
- Art is working with Provost's staff on grants management issues

Housing (John)

- He and his staff are working on programming and the budget for next year

Food Service (John)

- John and Petra have been working with Aramark to improve some meal plan issues
- The new vending machines have been installed

Facilities (Collin)

- Plans for the Library renovation are being reviewed
- SASS will move into their new space on December 20
- Lab II rooms should be ready for winter quarter classes, but the air balancing system may not be ready
- Four temporary smoking shelters are up. An academic program is considering working on the design of permanent shelters
- There will be two information sessions about the Parkway renovation this week: on Friday for the campus community and on Saturday for the neighborhood.

Computing & Communications (Anna)

- There is a huge bandwidth usage in Housing at night; this expense is currently being paid for by C&C
- Anna would appreciate a clarification on the College's closure policy during inclement weather
- Anna requested that Art share conversations from Senior Staff meetings

Next meeting: Monday, January 3, 2005
1:00-3:00 Board Room