

# Finance & Administration Directors' Meeting Minutes

Thursday, January 20, 2005

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

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## **January 3 minutes**

Approved

## **Budget plan**

Collin e-mailed the current status of the F&A reserves and the 2005-07 operating enhancement requests. He needs to know if the departments have other items to add. We see three categories of budget needs: ① no choice, ② critical/must do ③ enhancements.

**Action Item:** Directors will submit all needs to Collin, categorized by importance.

**Action Item:** Bonnie will set up a two hour budget meeting the week of January 31 to review each department's needs. Directors will reach consensus on the Finance & Administration Division's prioritized list. Directors are to categorize each item in one of the following:  
① no choice, ② critical ③ important enhancements.

## **Senior Staff update**

The Academics reorganization request will add two academic deans, one funded from summer school and extended education and the other perhaps funded from state money. Senior Staff discussed the need for a diversity planning group with a clear charge. Ken has presented his documentation on turnover and cost per hire to Senior Staff and the Board of Trustees. Ken is working on the hiring template and will convene a group to review the draft.

## **Performance measurements**

Petra handed out her department's operational performance measures. She will add turnaround time to future reports. Ken is tracking number of grievances, PAF and STAF processing accuracy, and training participation. It was suggested he also track training offerings.

**Action Item:** Directors will e-mail their department's performance indicators to each other for discussion at the January 31 meeting.

We will then determine what information would be useful to share with the rest of the campus.

## **Turnover report**

Update deferred to January 31 meeting

## **Unit updates**

### **Food Service** (John)

Seminar II Café open. New Aramark food service director is on campus. He will be working on a list of needs. John has convened two food service work groups. A planning group will look at the Food Service DTF report, the Porter report, and financial data. The second group will address day-to-day issues, get feedback on service, consult on menu selections, and work with the CPJ for more positive press.

### **Housing** (John)

The staff is putting together a budget for next year. Some expenditures have been reduced in the past few months, and the financial statements have improved.

### **Business Services** (Petra)

Business Services staff has been busy finalizing 1099's and other tax forms. Student Accounts is continuing to work on improving the meal plan. The staff is preparing for the next Banner upgrade. Progress is being made to clean up long-standing issues in the grants and contracts area. The department is fully staffed.

### **Facilities** (Collin)

His staff have met with C & C staff about IT priorities. Resource 25 is at the top of the list. Space Management is busy with surge issues. SASS is done, on time and on budget. The punch list for Lab II should be done tomorrow. The Lab II elevator will be out of service for about five weeks. We are moving forward on the Parkway project. Library Building renovation bids were opened yesterday, and were significantly lower than estimates. In the future, we must find ways to keep down our design costs. We are working with JLARC to conduct a conditions study and hope to have a quick study done for the 05-07 budget planning.

### **Computing & Communications** (Anna)

C & C staff has been working on getting old student and financial information moved over to a new platform. The CIS payroll system was slated for change in June, and that has been postponed to October. Staff has been working with Academics on the re-engineering of student evaluation. C & C management group has been working on re-defining the mission, vision, and values, addressing the role of the team and how they can better work together. Staff is preparing an IT strategic plan, with the goal of having a draft by June for community review.

### **Human Resource Services** (Ken)

HRS staff have been working on the civil service reform updates to support the 16 new articles. This must be done by June 1. Ken is proposing that reasonable accommodation services be moved to HRS. Summer institute planning is well underway. The civil rights position description is finished. Ken will meet with Walter next week about benefits issues, and an e-mail should be out to the campus soon.

### **Art**

Do we share our feedback on Director of Facilities as a group or individually? We will discuss at January 31 meeting.