

# Finance & Administration Directors' Meeting Minutes

Monday, April 25, 2005

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**Present:** Petra Carver, Art Costantino, Ken Holstein, John Lauer, Bonnie Marie, Rob Rensel

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## **March 28 minutes**

Approved

Art talked to Steve Hunter about appointing someone from FAD (to replace Anna) on the Enrollment Growth DTF. Steve will consider it, although the DTF's work is nearly finished.

## **Senior Staff update**

- The College fared well on the capital budget allocation
- Steve Hunter reported that freshmen applications have increased slightly; there is a downward turn for transfer students; the yield rate seems to be up slightly.
- Annual reports are due May 13.

**ACTION ITEM:** Art will draft the FAD annual report and send to the directors for comment.

- Art indicated to Steve Trotter that we need to set aside some money to support the strategic plan.

## **Hiring updates**

Art met on Friday with John Hurley, Lee Hoemann, Jennifer LeVesque, and Bonnie to discuss the searches for Director of Business Services and Director of Computing & Communications.

## **Super Saturday**

We should have quotes for liability insurance in a couple weeks. Art said that a survey was done during Super Saturday last year; 70% of the people who responded stated that it is the only time they come to campus; nearly 100% said that it's a unique event in our community.

## **Evergreen Parkway update**

Construction began last week

## **Unit updates**

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

- groups to vet policies for new contract are starting to meet this week; recommendations will go to VPs in mid-May; employee training will occur in June and July
- New employee orientation will be re-vamped this summer
- Take Your Child To Work Day observation at Evergreen will be this Thursday; we should support this event.

### **Computing & Communications** (Rob)

- Bob King is working on upgrading the call billing system
- the College will no longer support Windows 95 and 98; there are about 70 machines on campus that need to be replaced, particularly in CRC, Student Affairs, and Academics.

**ACTION ITEM:** Art will make arrangements for Rob to attend a Vice Presidents meeting to discuss the issue of a systematic plan for replacement of computers.

**Housing** (John)

- working on next year's rates, from 9 rates to 4; requesting feedback from students.

**Food Service** (John)

- working on the schedule for summer, particularly for conferences

**Business Services** (Petra)

- year-end deadlines are coming up; information will be going out to the campus soon