

# Finance & Administration Directors' Meeting Minutes

Monday, August 15, 2005

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**Present:** John Hurley, Bonnie Marie, Collin Orr, Rob Rensel, Paul Smith  
Steve Trotter

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## **July 18 minutes**

- Approved

## **Senior Staff update**

August 8

- Enrollment numbers are very encouraging
- Art discussed work on conflict resolution

August 15

- Collin presented a plan for web payments; we will move ahead with a break-even plan. We will begin by charging a fee and later roll the fee into the price of tuition

## **Appropriate use and guidelines for FAD Supervisors' DL**

The DL is on the global address list. For the time being, we will submit e-mail items to John, and John or Bonnie will send out to the group.

## **Agenda for August 25 FAD Supervisors' meeting**

The following items were suggested

1. Major and minor capital projects
2. Budgets in the system
3. Exempt salary increases
4. Update on salary increases
5. Personnel expectations for supervisors
6. Department reports

Directors should keep in mind that their department's reports should be brief (no more than 10 minutes) and should be of interest and relevance to the entire group.

John said that Ken is working on an exempt salary benchmark study

## **Agenda for September 9 FAD Directors' retreat**

We concurred that the directors will meet in the morning to draft the 2005-06 goals for the division. Directors will submit their department's draft goals prior to the retreat. Art will be invited to join us for breakfast. We will further vet the division's goals with the FAD Supervisors team at the September meeting.

### **Unit updates**

#### **Facilities** (Paul)

- managers will be on retreat on Wednesday to develop goals
- work is starting on the Library Building seismic wall
- met with vendor about the pigeon problem
- McLane needs space to temporarily store fire engines while they are doing some remodeling; we believe we have some space they can use
- Paul is surprised we don't require pre-employment physicals, and he will be pursuing implementation of that requirement
- RFQ is out for architect selection for Lab 1 renovation
- Paul will recommend to John that we use Meng for Phase II of the Library Building Modernization
- working on appraisal for President's residence
- working with John Lauer on maintenance of equipment in The Greenery kitchen
- facility audit people will be on campus tomorrow

#### **Steve Trotter**

- spending quite a bit of time on SmartBuy; all requested data has been submitted
- Steve and others took a tour of State Printer, they have invested in quality control people and new equipment, will provide improved customer service and resource people to help with design work. Steve hopes to invite some of their staff to campus to inform the campus of their capabilities and services.

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

- will be developing on a required password re-set program
- updating IT portfolio
- Library Building modernization AV system contract has been awarded; Al will be spending a lot of time on this project
- working on a strategic plan collaboration tool that will meet the needs of the entire community
- Banner 7 implementation is going well
- a pilot e-portfolio should be up soon
- ITCH is working on IT position planning

### **Business Services** (Collin)

- Year-end closing is going well
- Bookstore made a good profit last year
- Conference Services is winding down the conference schedule. Jodi will be the interim director.
- Copy Center rates will be raised; rates have remained the same for 20 years. Collin is preparing a rate increase proposal for John

### **Bonnie**

- scheduling individual meetings with John and supervisors to discuss what's right and wrong in FAD and suggestions for improvement
- will set up a meeting next week with all Business Services staff and FAD Directors to give John feedback on Director of Business Services finalists

### **John**

- Art inquired about the status of permanent smoking shelters; Paul is further vetting student designs
- the existing master plan is being updated before we launch into work on the new one