

Finance & Administration Directors' Meeting Minutes

Monday, August 29, 2005

Present: John Hurley, Ken Holstein, Bonnie Marie, Collin Orr, Rob Rensel, Paul Smith
John Lauer

August 15 minutes

- Approved

Senior Staff update

August 22

- Jim Beaver reported on recent college guidebook ratings
- Discussed representation on key community organizations; VPs will assign Evergreen staff to be representatives to these groups. Examples where we need participation are: Downtown Rotary, Westside Rotary, Thurston Regional Planning Council, and Boys and Girls Club.
- Reviewed September Board of Trustees agenda
- Strategic Planning Update Coordinating Group will start meeting in fall quarter. In the meantime, Senior Staff will do some preliminary work to identify workgroups that need to be charged and refine vision statements.

Faculty and Staff of Color Conference

Action Item: Directors should submit to John and Collin the names of staff who wish to attend this annual conference.

Board of Governors update

There was a presentation by a professional fundraiser; the BOG approved hiring a search firm for the Vice President for Advancement. The Foundation continues its work to gear up for a major capital campaign next year.

Budgeting software

The software is not working correctly; a project sponsor is needed.

Action Item: John will discuss with Steve Trotter.

Inclement weather procedures

Art is in charge of the inclement weather procedures. In past years, we've had a problem with employees who report to work when told not to, and they will be disciplined for doing so. There is a different set of essential personnel, depending on the scenario. We need to consider essential personnel in the case of a campus or regional disaster and in the case of inclement weather.

Action Item: **Directors** will develop a scenario-specific list of essential personnel for their department for both disasters and inclement weather.

Sustainability Institute

John encourages participation in next week's Sustainability Institute. Paul stated that Nancy and Steve Abercrombie have prepared a LEED report.

Signature event for FAD

A couple suggestions: chili cook-off, carnival. There was concurrence that a food-centered food draws people but creates some challenges, in that we do not want to request a waiver to the food service policy, which requires using the College's contracted food service provider, Aramark.

Directors concurred that we should have the FAD Ice Cream Social as soon as possible

Action Item: **Bonnie** will work on the ice cream social. Budget of \$300 for approximately 100 people.

Next FAD Supervisors meeting

Bonnie stated that most people will be available on September 21, 22, or 23. This will be a 2 hour working lunch, and we will review the draft goals for the entire division.

Unit updates

Human Resource Services

- starting a review of positions that may be mis-classified, doing desk audits; will develop a process and share with FAD Directors before communicating to the community
- finished the contract training sessions today; will schedule more sessions in October; will request feedback from those who have attended and use this feedback to improve future sessions
- will get exempt salary data on Wednesday and bring it to the next meeting
- the turnover benchmarking study will be finished by mid-September

Computing & Communications (Rob)

- struggling with the complexities of moving back the Library Building; there have been delays in data infrastructure
- demonstrating software options for strategic planning
- Administrative Computing has collected information for this year's administrative projects
- replacing the core of the voice mail system; there are additional voice mail functions that we may consider
- continuing work on the Appropriate Use Policy

Business Services (Collin)

- Conference Services finished their major conferences this weekend; the next big push will be for convocation and new student orientation activities
- submitted a proposal to John for increase in Copy Center charges
- State Auditor will be here next week; Foundation auditors will be here the end of September
- supervisors have given him positive feedback on the supervisors meetings
- last year we had \$250,000 in surge costs; when we do temporary moves, they are related to the project and can't be capitalized
- Collin and Paul will work together on SRI expenses; submit to Paul first, who will submit to Collin

Facilities (Paul)

- Peter Pessiki will present the annual Health & Safety Committee report for the past two years to the Union/Management Committee at the September 22 meeting
- working with C & C to connect the shops
- fire drills are going well
- there is a pallet of black cast iron pipe whose owner is unknown
- meeting tomorrow with Meng
- building audit going well; draft findings will be submitted to John

Housing (John L.)

- hopes to secure funding by March for elevator work and Phase One building renovation work next summer; some renovation of old kitchen spaces and remodeling of former RA rooms for more social space has been done

Food Service (John L.)

- Steve Johnson will be taking care of the kitchen equipment
- will bring in a food service consultant for strategic planning and equipment assessment
- would like to meet with stakeholders about the summer conference season
- revenues increased slightly; \$2.56 million in sales