

Finance & Administration Directors' Meeting Minutes

Monday, December 5, 2005

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

November 21 minutes

Approved.

Senior Staff update

- fundraising going well
- survey of freshmen students; they report overall positive experiences here
- enrollment is closed for winter quarter; the yield is good
- Appropriate Use Policy for IT has been signed by the Vice Presidents
- Board of Trustees meeting on January 11 – we will provide a capital project update
- Sem II mediation on December 13
- Memorials – there will be a water wall at the base of the clock tower on the first floor level; plaques may be requested through the College Advancement office and will be approved by Senior Staff
- Staff vitality will be discussed at next week's Management Breakfast

Action Item: Paul will prepare a draft schedule of Library Phase II modernization

Paul and staff are checking on surge space; we have about 25,000 sq. ft. that will be available on campus. Discussed bringing in modulars for surge needs.

Appropriate Use Policy has been signed, is now policy, and is on the web. Walter commented that this will be a big issue for faculty; we need to make sure it is communicated well and clarified to faculty.

DEPARTMENT UPDATES AND ANNOUNCEMENTS

Facilities (Paul)

- hosting a webinar on preparedness
- Facilities holiday meeting and surprise retirement program for Cliff Hepburn on December 15
- Lab I elevator done
- Comm Building, garage, and pump house roofs will be repaired
- McCann Plaza and Overhulse/Driftwood overlays will be done in the spring
- architect proposals for CAB are in and being reviewed

Planning & Budget (Steve)

- supplemental budget will be announced before Christmas
- we will need to do savings and compliance reporting
- has been working with BC's on sources of flexibility and list of needs
- can't rely on recaptures

Computing and Communications (Rob)

- teams heavily involved in Library surge
- TSS moving this week; Admin Computing moving mid-January
- RFP went out last Friday for deans area system
- looking into a temporary language lab on campus
- RFP went out last Friday for web payment; hope to implement by April

Business Services (Collin)

- looking at investments for cash accounts
- Bonnie is chairing the search for Conference Services Manager; Bonnie is chairing the search committee
- working with CRC on internal controls and writing a procedure on how to do fundraising

Human Resource Services (Ken)

- ready to gear up for negotiations; the union has requested that we break away from the community colleges
- ➔ Trotter mentioned that we need to be sure to identify the impact of labor negotiations in the supplemental budget process
- finishing a number of statistical measures and trend data to present to Board of Trustees in January

Action Item: Ken will present and discuss measures and data to FAD Directors at January 4 meeting

Housing (John L.)

- getting information about bond and construction ready for January 11 Board of Trustees meeting

Food Service (John L.)

- block meal usage is waning
- investigating options for food service to be self-sufficient, budget-wise

Bonnie

- reminder of all-FAD event tomorrow; will review core values, mission statement; John asked directors to spend 5-10 minutes acknowledging good work in their departments