

Finance & Administration Directors' Meeting Minutes

Monday, February 28, 2005

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

February 14 minutes

Approved

Senior Staff update

Ken reported on work being done by HRS staff. Steve Hunter gave an enrollment update; there is a slightly smaller number of applications; the next couple of weeks should be quite busy with Admissions applications. Don handed out the faculty governance list for 2005-06.

ACTION ITEM: Directors will review the 2005-06 faculty governance list and make additions, if needed.

Ken discussed the annual employee recognition event. A committee is evaluating this event for possible improvements. Right now, employees receive a pin, a certificate, and a handshake from their vice president. It is believed that an event could be planned that would be more meaningful. Art suggested that the employee recognition event be placed on the Management Breakfast agenda.

ACTION ITEM: Ken will find out the names of the members of the employee recognition committee and share those names with the FAD directors. The directors will ask their staffs if they want to participate in this committee.

FAD goals for 2004-05

We have discussed 3, 7, 8, and 9 in detail at previous meetings.

- 1.a. HRS is making progress on the new hire process.
Petra will resume work on the employee exit process.
- 1.c. Petra indicated that we need to review the re-charge and service levels in the Bookstore, Copy Center, and Mailroom.
Anna indicated that TSS wrote a service level commitment. She will bring a copy to the next FAD Directors' meeting.
2. Waiting for new VP
4. Progressing
5. Progressing
6. Progressing
- 7.a. Will be in conjunction with civil service reform
- 7.c. A very good program has been put in place; needs more organization is needed to track participants and inform supervisors in advance who has signed up; should be tied to performance evaluations.
- 7.d. Ken is getting background information from other institutions
9. Ken and Robyn have been working on a job description for a temporary position to work on the EOC and emergency response. The 05-07 budget request includes funding a permanent position that includes risk management and health and safety responsibilities. Art expressed that there is a lot of confusion during fire drills; procedures were written several years ago, but the community needs to be reminded

- 10.a. Policy has been drafted; Anna will bring to this group before the end of winter quarter
- 10.b. Policy has been drafted; Anna will bring to this group
- 10.c. Will be included in staff orientation
- 10.d. C & C will send a reminder e-mail to the campus about spam, virus, malware, and spyware protection; will include instructions how to turn on blocking devices. Individuals who are having frequent problems should inform Barbara Caswell of their origin.
- 12. Petra will give a list of problem areas to Art; Art will discuss with VP's. Among the problem areas are cash handling and events coordinated by students. Art requested that a meeting be set to discuss the campus production report and how to organize a student event; Art and Phyllis should be included in that meeting.

Unit updates

Facilities (Collin)

- Parkway bids will be opened March 11
- Library renovation notice to proceed will be March 1
- finalizing year-end spend-down plan for Art's review
- a motor overheated in one of the elevator shafts over the weekend
- Collin met with General Administration about a building condition audit; price will be about \$100,000

Business Services (Petra)

- staff is gearing up for spring quarter and year-end

Computing & Communications (Anna)

- as a result of our contract with the K-20 network we may be able to expand bandwidth; we may be able to get fiber up to the edge of campus in about 90 days