

# Finance & Administration Directors' Meeting Minutes

Monday, July 18, 2005

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

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## **July 6 minutes**

- Approved

## **Senior Staff update**

- Sharon Harrison presented the year-end fundraising report
- Update on ERT and sweeper training and building evacuation drills
- Brian Jones gave a report on the WRICOPS study
- Discussed access to student e-mail; Art Costantino will convene a committee to discuss this issue; Tami Johnson and Dave Metzler should be on the committee
- Discussed issues relating to the new Collective Bargaining Agreement.
- The topic of free passes to the CRC for all faculty and staff will be referred to the Vice Presidents.

## **SmartBuy**

There are three component pieces to the SmartBuy program; IT, office machines, and office supplies. Evergreen isn't a big enough player to participate in the IT component. Data on copier and fax machines was submitted, and we will provide a fund-level breakout. Purchasing provided office supplies data. Marshall Robinson and Kathleen Haskett will attend training. TESC staff will visit the State Printer to determine if it's feasible for us to use their services. The goal of the SmartBuy program is to achieve a \$50 million savings.

## **Equipment and training requests for 05-06**

FAD is allocated \$102,000 every year for equipment. Collin distributed the wish list that he received from Business Services, C&C, Facilities, HRS, and VP's office. Business Services and Facilities have other funding sources. The group agreed on the following allocations for equipment for 2005-06: Business Services \$25,000, C&C \$47,000, Facilities 30,000.

Steve inquired about the budget impact of replacing the old PCs that are running Windows 95 and 98. Rob said it is very difficult to know where all the machines are; he has sent two e-mails to the community advising that technical support for the outdated software will be discontinued soon.

Collin indicated that he should know soon the amount of the division's reserve.

### **Update on I-9's**

Ken is compiling a list of employees with incomplete I-9's, and that list will be send to the Vice Presidents.

### **Morningside employment**

A representative from Morningside has met with the Copy Center, Bookstore, and Mailroom to explore the potential of employment for a Morningside client.

### **Signature Authority**

Bonnie distributed a draft of changes to the signature authority list, which is an attachment to the Purchasing Policy. Bonnie will vet with Kathleen Haskett, Lee Hoemann, Collin, and John Carmichael before finalizing.

### **Unit updates**

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

- Hal and Robyn will work with the contractor about lead abatement in the Library Building renovation
- Paul will submit to John H. information about accident prevention program
- Robyn will schedule one more ERT training session on July 19, then we will be ready for all-campus, building-by-building fire drills
- Facilities audit team will be on campus tomorrow to do a preliminary audit; hope to have the report by August 1. Rob asked if quality of IT infrastructure will be assessed; Paul will let him know.
- Contractor expects to be done with the Parkway by next week
- Working with the WA State Arts Commission to repair the swing by the Com and CRC
- Will be looking at art that is on campus
- Paul will talk to John H. about biennial reviews

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

- Banner 7 migration in December; test box going live next month
- CIS platforming process delayed again, probably in May
- Bob King is implementing a new telephone billing system
- Working on a system to determine who is working at Evergreen at any given time

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

- Closing revenues and expenses have been reported to OFM; if any adjustments need to be made, let Collin know
- Web payments charter has been re-written and will be submitted to John H. and Senior Staff.

#### **John**

- Director of C & C position has been announced in the paper
- July 21 meeting for FAD supervisors – hopes this group will broaden communication and improve accountability in the division

- FAD Directors' retreat to work on division goals is Friday, August 26; departments may want to work with their staff
- Starting July 26, John will be on paternity leave for a few weeks. In his absence, Collin will be in charge of FAD
- **please copy Bonnie on all e-mails to John**