

Finance & Administration Directors' Meeting Minutes

Monday, July 6, 2005

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

Guest: Steve Trotter

June 20 minutes

- On page 2, under Computing & Communications, change the fourth bullet to read: **language lab; Academics wants ready by fall but there is no funding**

Senior Staff update

- July 6
 - Enrollment is looking very good; VP's approved continuation of tuition discounting

Hiring updates

Business Services

- finalists have been selected, doing phone interviews and reference checks

Computing & Communications

- finalizing the position description, and the job announcement should be out soon
- Hiring a project person at the TSS help desk

Capital Budget Process

Steve indicated that OFM has approached us to inquire how the process is working for us.

Unit updates

Computing & Communications (Rob)

- no longer involved in the Smart Buy group
- lots of re-design and detail work for Library modernization
- continuing work on Resource 25
- planning for a workshop on how to use e-portfolios
- working on the business continuity plan
- received considerable input on the Appropriate Use Policy

Business Services (Collin)

- working on year-end close, with a staff shortage of two people

Food Service (John L.)

- very busy week next week, with 600+ conference guests on campus
- discussing hours of operation for next year
- working with Aramark on a food service website

Housing (John L.)

- some concern about anticipated occupancy

Facilities (Paul)

- working on issues related to our beach property
- the Parkway needs some paving correction work
- working on the facilities condition audit

John

- met with a representative from Morningside; looking for ways we might develop a partnership with them