

Finance & Administration Directors' Meeting Minutes

Monday, June 20, 2005

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

June 6 minutes

On page 1, under hiring updates for Housing, change to **Two Resident Director positions are open.**

Senior Staff update

- June 13
 - Reviewed Graduation and Super Saturday
 - Edie announced the first Neighborhood Advisory Committee meeting would be held on June 16
 - Joshua Skov reported on his preliminary assessment of TESC's sustainability efforts
- June 20
 - Steve Hunter reported that enrollment is up, and we will probably exceed our target
 - There was a discussion about students with a criminal record and who should be notified
 - President/Vice President June 22
 - Senior Staff retreat June 29
 - Steve Hunter is requesting the Vice Presidents to make a decision on continuing tuition waivers

Hiring updates

Business Services

- Screening for minimum quals for Director; should net about 20 applicants
- Grants & Contracts accountant interviews tomorrow
- A waiver from the exempt staff hiring process has been submitted for the position of Financial Reporting Accountant

Computing & Communications

- Director's position description is nearly done; should be finished after Ken returns later this week
- Hiring a project person at the TSS help desk

Facilities

- Site rep should be hired this week

ADA representative

A person is being sought to work with Linda Pickering to develop a college-wide reasonable accommodation policy. Collin suggested Robyn Herring.

Unit updates

Computing & Communications (Rob)

Working on projects and initiatives:

- state's Smart Buy program
- strategic planning software
- e-portfolio program
- language lab; Academics wants ready by fall but there is no funding
- call pilot replacement
- evaluation process

Housing (John L.)

- open for summer conference season
- June clean-up was better than expected; new schedule resulted in significant cost savings and fewer injuries
- above normal new student applications
- Susan Musselman was hired as the financial advisor to help with the 10-year plan for capital improvements

Food Service (John L.)

- declining balance plan is available for the summer
- Aramark will be hiring a new executive chef

Facilities (Collin)

- developing a new project numbering system
- chilled water is back on in A wing of the Library
- a temporary large portable air conditioner will be installed next week and will be in operation for the next 4-5 weeks
- excavation in front of B wing will start next week
- the Parkway ditches are being filled in; paving should occur this week, requiring traffic detours
- carpeting is done in the Comm Building
- new seating has been installed in Lecture Halls
- the first facilities condition survey meeting will be on Wednesday, 6/22