

Finance & Administration Directors' Meeting Minutes

Monday, June 6, 2005

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

May 23 minutes

On page 2, under Collin's report, add the word **roundabout** after the word **Parkway**.

Senior Staff update

- May 31
 - Enrollment numbers appear to be good; tuition discounting may be having a positive effect
 - Looking for staff representative to the Board of Trustees; each VP will nominate two staff, and these names will be submitted for a vote

- June 6
 - We have received \$305,584 toward the annual fund goal of \$375,000
 - Frank McGovern has announced he is leaving Evergreen; interim plans:
 - ◆ College Relations will report to Lee Hoemann
 - ◆ Les has appointed Jackie Ostrom as the Interim VP for Advancement
 - ◆ An outside search firm will conduct the search for the permanent VP
 - President/Vice President retreat will be June 22
 - Brian Jones has been named interim Police Chief
 - 1,200-1,300 students will graduate on Friday

Patriot Act

Lee Hoemann has distributed a draft of the Patriot Act policy.

ACTION ITEM: FAD Directors will review the draft

Hiring updates

Director of Business Services

- Initial screening starts June 13; hoping for interviews in August.

Director of Computing & Communications

- Need student rep and Facilities rep

Housing

- Two Resident Director positions are open

Facilities

- Gardner and custodial positions are open;
- Hiring a site rep for the Library modernization

Unit updates

Computing & Communications (Rob)

- Legacy systems will be shut down by July 1
- CIS replatforming will occur sometime in October
- Internet native Banner nearly complete
- Working with Academic Deans' area on a single shared database
- Working on e-portfolio, which deans' want this fall
- Working on web viewer for scheduling

Housing (John)

- Many residents have already left campus
- First summer conference group arrives on June 16
- John and Collin will continue to work on charges for recycling

HRS (Ken)

- Contract training starts tomorrow
- The theme for this year's summer institute is change; alumnus Keith McCandles is the keynote speaker
- Ken and Allen Toothaker are drafting an exempt salary practice to define tools and methods to implement salary increases

Facilities (Collin)

- The mailroom moved on Saturday to the old staff/faculty lounge
- Receiving is now located at the shops
- The Parkway roundabout is finished
- There will be overflow parking available at the shops for Graduation and Super Saturday
- Lab II elevator is out of service until June 30
- CRC roof and skylight are being replaced; locker room carpet is being installed
- Comm Building is being re-carpeted
- LH 4 and 5 seating is being replaced
- Condensate line repair is underway; should be finished next week
- Facilities condition survey consultant has been selected; initial meeting next week
- Testing of dust samples from TSS area revealed no asbestos

Business Services (Collin)

- Working on changes in copy machine service
- Conference Services is gearing up for the summer conference season.