

# Finance & Administration Directors' Meeting Minutes

Monday, May 9, 2005

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**Present:** John Hurley, Ken Holstein, John Lauer, Bonnie Marie, Collin Orr, Rob Rensel  
**Guest:** Julian Pietras

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## **April 25 minutes**

Approved

## **Senior Staff update**

- May 2 meeting
  - Discussion about the strategic plan
- Today's meeting
  - Les reported on his trip to Washington, DC; he met with Norm Dicks
  - Ken reported about the Women's Health Conference; employees who wish to attend will need to use vacation time.
  - Jim Beaver talked about the web assessment; the *Evergreen* magazine will go to press this week
  - Steve Hunter gave an enrollment update; 33% increase in freshmen applications and yield, but fewer community college transfer applications.
  - The first Neighborhood Advisory Group meeting will be on June 16.
  - Torri Gate proposed by CLUC was approved

## **Hiring updates**

Director of Business Services search committee has been formed. Composition of Director of Computing & Communications search committee is still being worked on. Both job announcements are being written by HRS staff and should be posted on Friday, May 13.

## **Unit updates**

### **Facilities** (Collin)

- Library Building and Evergreen Parkway renovation projects are moving along
- HVAC upgrades in CAB, CRC, and Comm Building; air flow will be affected
- last week there was a problem with dust in some areas of the first floor of A wing. It was tested and found to have no asbestos.
- condensate line near residence halls and athletic fields will be repaired prior to residence hall cleaning and start of conference season.
- preparing reports for Board of Trustees about '05-'07 operating and capital budgets.

### **Housing** (John)

- will make presentation to BOT about borrowing funds for facilities improvement and proposal to change rate structure and amounts.

### **Food Service** (John)

- exploring ideas around outdoor seating at Sem II Café.
- tentative approval for meal plans for next year; will try to find a block plan that will work here.

### **Human Resource Services** (Ken)

- finalizing policies to support the new contract; goal is to have Senior Staff and Vice Presidents' approval by June 1.
- preparing interrogatories for two arbitrations during the summer

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

- preparing for November migration to Banner 7
- working on migrating to a common storage base for all servers
- expanding wireless implementation here and in Tacoma
- doing a lot of work on Library Building modernization projects
- has received some response about replacing Windows 95 and 98
- working on shut-down of Legacy systems
- continuing to work on a business resumption plan
- continuing to work on expansion of bandwidth and investigate use of fiber optics instead of copper

### **Appropriate Use Policy**

Julian Pietras reviewed the sections of the draft of the Appropriate Use Policy. He would like to solicit management and community input simultaneously. A moderated blog has been set up on the web to solicit comments. There will be in-person comment sessions during day and evening hours. Julian will also meet with some academic programs. The group that drafted the policy will review comments in July and August and submit to Senior Staff for review in September.

**ACTION ITEM:**     **Directors** will submit feedback to Julian by the end of the day Friday, May 13.