

Finance & Administration Directors' Meeting Minutes

Monday, November 21, 2005

Present: John Hurley, Ken Holstein, Bonnie Marie, Rob Rensel, Paul Smith
John Lauer, Steve Trotter

November 21 minutes

Approved.

Senior Staff update

- discussed potential store-front center in downtown Olympia
- discussed relocating the modulars that are currently on the state capitol campus as possible surge space for Library Modernization Phase II; modulars would be moved to Evergreen
- Steve Hunter distributed a list of people nominated for keynote speaker at Graduation 2006
- discussed *The Evergreen State College: An Experiment Maturing* by Byron Youtz
- Foundation fundraising efforts continue to do well

Action Item: Bonnie will send Youtz article to directors

DEPARTMENT UPDATES AND ANNOUNCEMENTS

Planning & Budget (Steve)

- co-chairing the Sustainability Task Force with Nancy Parkes. Steve requested that Kathleen Haskett be appointed to the task force. Rich Davis from our division is already a member.
- Kathleen is working with various people on SMART BUY compliance issues

Computing and Communications (Rob)

- Banner 7 migration went remarkably well; well-planned and executed
- Computer Center move went well
- other C&C moves have been postponed a few weeks
- Debbie Johnson's last day is November 28. Tony Alfonso will be the Interim Manager of Administrative Computing

Human Resource Services (Ken)

- moving along with the Director of C&C search; committee meets with John tomorrow
- this year's employee recognition event will be at the staff/faculty holiday party

Housing (John L.)

- met with his housing colleagues in Spokane; CWU and WSU are having challenges with their self-op operations

Food Service (John L.)

- negotiating for summer '06 food service; Aramark has asked for 8.7% increase for conferences but gate price would remain the same for faculty and staff

Bonnie

- reminder of all-FAD event tomorrow; will review core values, mission statement; John asked directors to spend 5-10 minutes acknowledging good work in their departments

Facilities (Paul)

- awarded pigeon contract
- working on disabled parking in the Housing area; insufficient spaces in F lot and Housing loop
- attended business meeting at Puget Sound Energy
- Opsis selected for Lab 1 architect

John

- asked for clarification of Union/Management Committee membership. Ken stated that the purpose of the U/M Committee is to provide communication. Currently, Ken works with Ed Rivera to determine the agenda for the monthly meetings. There is no mandatory management membership; management will be invited to attend as needed, based on the agenda or issues to be discussed at each meeting.
- departments need to look at space needs for Library Modernization Phase II

<u>Action Item:</u>	Directors will assess their space needs and submit to John by the end of November
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- received comments from Assistant AG concerning the appropriate use policy; will proceed to solicit approval from senior staff and VP's.