

Finance & Administration Directors' Meeting Minutes

Monday, November 22, 2004

Present: Petra Carver, Art Costantino, Ken Holstein, Anna Kircher,
John Lauer, Bonnie Marie, Collin Orr

October 25 minutes

Approved.

Art said that the minutes of the Finance & Administration directors will be e-mailed to all employees in our division and posted on the Finance & Administration website. The directors concurred this is a good idea.

F & A Division goals

Art distributed a draft of the goals and Debbie Johnson's suggestions. Art will do a re-draft. Anna relayed that the Computing and Communications team is interested in participatory approaches to developing the division's goals.

Action Item: Art will incorporate Debbie's comments and finalize the goals.

Required training compliance update

Bonnie distributed data from HRS indicating who has participated in required training. It was noted that some of the information was inaccurate or incomplete.

Action Item: Directors will submit corrections to Bonnie, who will relay the information to Allen Toothaker.

Library Building renovation update

Going out to bid in December. Art sent an e-mail to the campus about the renovation plan, and Nancy will be sending an e-mail with more construction and scheduling detail. A public information session has been scheduled for Tuesday, November 30. Information boards will be set up at the base of the 2nd floor lobby staircase.

Action Item: Bonnie will send a reminder about the public information session.

Policies and Procedures process

Art handed out the procedures for revising a policy.

Space Management Committee (addition to agenda)

The committee seems to be dealing with day-to-day management issues. Steve Trotter will try to collect some historical information. Collin Orr and Bill Bruner will develop a white paper to elicit further discussion.

Unit updates

Human Resource Services (Ken)

- Finished draft of changes needed for civil service reform and contract compliance. HRS staff will go off campus for half a day to determine their work assignments.
- The hiring template is done and will be circulated.

Housing (John)

- Has had a busy week, in the aftermath of a sensitive incident among students, and the follow-up will continue. His staff will need to review the policy concerning toy weapons.

Food Service (John)

- Vending machines will be replaced this week. A concern was expressed about displacement of vending machines for commuter lockers. In the ensuing discussion, it was noted that the Library Building has no building manager, which presents challenges concerning changes in this building.
- Another obstacle has come up that will delay ordering equipment for the Sem II café. Specs were changed, therefore, bids had to be changed.

Action Item: John, Petra, and Collin will meet to discuss this process.

- Waiting to hear back from the architect concerning fencing around The Greenery patio.

Action Item: Collin will check status with Hal and report back to John.

- Candidate for Aramark General Manager was on campus last Friday. If she accepts the position, she will start late December or early January.
- Campus Life Work Group met last week and developed a list of priorities for CAB space.
- John is looking for staff members to serve on the campus food committee.

Computing & Communications (Anna)

- Her team has been doing lots of work with security, AV, and electrical systems for the Library Building renovation.
- Working on data and wire pulls for Lab II remodel.
- Moving old records off the old mainframe.
- Anna is our division's representative on the Enrollment Growth DTF.

