

Finance & Administration Directors' Meeting Minutes

Monday, November 7, 2005

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

October 24 minutes

Approved.

Senior Staff update

- discussed strategic plan
- Foundation fundraising efforts continue to do well
- report on the faculty retreat; the faculty would like to be more involved in decision-making but have no time
- Ken Tabbutt reported on the challenges of Lab 1 first floor renovations. John suggested that Paul, Ken, and select faculty visit some local labs that have been constructed in recent years
- Art talked about the \$7 million bond for Housing

DEPARTMENT UPDATES AND ANNOUNCEMENTS

Business Services (Collin)

- Collin will be on vacation November 10 and 11
- several positions are open
- managers went on retreat last week, discussed how to develop goals, using the SMART format

Facilities (Paul)

- Maria's last day is tomorrow; Mondana Madjdi has been hired as a temp
- Cliff Hepburn will retire in December
- working on SRI projects
- Library Phase 1 is on time
- Master Planning RFQ is out for comment

Computing and Communications (Rob)

- installing a new network in Library Phase 1
- Banner 7 cutover on November 18; system will be down that day
- web credit card RFP should go out this week
- will do scoring of deans' database proposals this week
- call pilot RFP is being evaluated; it is a replacement for Meridian Mail
- researching information on cell phone towers

Budget and Planning (Steve)

- ICBO meeting tomorrow with legislative staff and HECB staff about capital prioritization list
- Steve and Collin will make a presentation about year-end wrap-up to the Board of Trustees on Wednesday
- State general fund has to be cut \$7,000,000
- a lot of activity is happening on campus about sustainability; people are not waiting for formation of the Sustainability Task Force

Bonnie

- handed out a list of employees who are scheduled to receive services awards at the annual holiday luncheon

Action Item: Directors will check the list for accuracy and report back to Bonnie

Human Resource Services (Ken)

- contract training next week
- service awards will be given in December this year, in April next year
- Ken is working with his staff to shorten the time for hiring employees
- Director of C & C interviews for 2nd and 3rd candidates will be tomorrow and Friday
- will begin meeting this month with the baccalaureates and with the community colleges in January for the next round of contract negotiations

Food Service (John L.)

- Aramark contract bargaining went well

Housing (John L.)

- will present a proposal to the Board of Trustees to borrow \$7,000,000
- will attend a meeting at EWU on November 18 with other housing officers

John

- John and Paul met with assistant AG's about Seminar II construction claims; mediation session is scheduled for December 13
- will to meet Kurtis Mayer, owner of the Tacoma building, on Friday
- at the 11/22 all-FAD event, directors are asked to make a few comments about positive things that have happened in their department this year
- Library Phase II – assumptions developed in 2002 need to be revisited
- president and vice presidents looked at a downtown storefront space to create an Evergreen presence downtown
- FAD will start working on 2006-07 goals in March