

Finance & Administration Directors' Meeting Minutes

Monday, October 25, 2004

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

October 11 minutes

Approved.

F & A Division goals

#3 – delete “(on hold until new VP is hired)”

#4 – change “Conduct...” to “Support...”

#7 a. – change “Exploring options...” to “Developing a recommendation...”

Art suggested we distribute goals to entire division for comment. He will send out an e-mail to all Finance & Administration employees, requesting feedback to their director or to Art.

Action Item: Art will send e-mail to Finance & Administration DL.

How are we going to monitor progress? Are these goals measurable.

We will look at one goal at each of our meetings, in this order: #7, #3, #8, #9.

Action Item: Bonnie will add a goal to the agenda for each meeting.

Action Item: Bonnie will get final institutional goals from Lee and send to directors.

Library Building renovation update

Collin reported that they are working on last-minute security and AV issues. There is a two-week delay because of issues concerning hot water. We'll have eight days during Thanksgiving week and the week after Thanksgiving to review the final plan. Petra asked about timelines.

Action Item: Surge issues are ever changing. **Art, Collin, and Nancy** will send a campus e-mail identifying whom to contact with questions.

Smoking policy

It is a revised policy, not a new policy. There was a front-page article in last Thursday's CPJ. Flyers will be distributed to Housing mailboxes. The sign shop will make permanent signs for designated smoking areas. Tents will be put up near Seminar II, as temporary shelter until permanent structures can be constructed. It was noted that structures for smokers should be pleasant to go to and should be done soon. Senior Staff discussed enforcement and wants to avoid a punitive approach.

Management Retreat (addition to agenda)

The Management Group discussed its purpose, the focus of the group, and communication. Senior Staff, Vice Presidents, and the Management Group are all defining their roles.

NOTE: Art strongly encourages FAD directors to be at the next Management Group breakfast.

Unit updates

Petra

- State and Foundation audit teams are here.
- Still working on year-end issues; nearly done.

Anna

- Was at EDUCAUSE, the largest IT higher ed conference in the country. Hot topic is software written for higher ed by higher ed.
- Nearly done running cable to the Organic Farm.
- Continuing to work on the employee check-out process. Would put more responsibility on management. Petra hopes to make it an electronic process. Tie it in to the exit interview. Anna suggested that we give LaDonna some support in designing the process. We are not allowed to withhold paychecks.

Action Item: Petra will ask the Attorney General's office what we can do strengthen compliance to the employee check-out and exit process.

Collin

- Lab II and SASS projects are moving along well, on time and on budget.
- New kitchen equipment in the Organic Farm
- Looking at CRC roof and skylight replacement; there are budget issues

John

Housing

- There is some inconsistency in how resident numbers are counted, and staff is analyzing the reason.

Food Service

- Hoping Sem II café can open first week of December.
- Fence needs to be constructed around The Greenery patio.
- Petra indicated that there are some difficulties reconciling meal plans between Aramark and Student Accounts.

Ken

- Hiring template is finished.

Action Item: Ken will send template to directors for review on November 8.

- The Library staff has requested an information session on November 18 for both union and exempt employees about the new union contract.

Action Item: Ken and Art will work on salary and technology projects.

- Employment offer letters are being sent to employees after they have already started working.
- Discussed the issue of employees working eight hours straight and leaving early, without taking a lunch break.

Finance & Administration Goal #7 discussion

- a. Ken discussed with Ann the possibility of using one-time money to hire someone to explore a plan, what it would entail, and how to build it. Hopes to have in place before July '05. Art stated that the Vice Presidents had agreed they would share what they're doing in their divisions. Art suggested that we go back to CUPA benchmarks if directors ask for salary adjustments for any of their staff.

Action Item: Ken and Art will discuss with Senior Staff.

- b. Ken is working with Laurel on a timeline for communicating implementation of civil service reform, and this needs to be done by July 1, 2005. Ken will keep us informed of when a communication plan will be ready.

Action Item: Art will have this put on Senior Staff agenda.

- c. Allen will work with managers and supervisors to develop next step. Anna would like an executive summary of why we are offering what we're offering and who has attended. Art stated that we should know how to coach employees about what training to take and how it fits into their professional development plan. Anna would like help with security training for new employees. Art suggested that Allen work with FAD to ask what an orientation into our division would look like.

Action Item: Within a week, **Directors** will appoint one person to submit suggestions to Allen.

d. Look at ratio for academics and look at same ratio for staff. Will need to put a budget figure on it.

Action Item: **Anna and Ken** will gather information.

Next meeting: Monday, November 8, 2004
1:00-3:00 Board Room