

Finance & Administration Directors' Meeting Minutes

Monday, September 26, 2005

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

September 12 minutes

Senior Staff update

- Foundation receipts are \$100,000 ahead of last year
- The Greenery is doing well; we do have a problem with insufficient seating (had 20-30 on the patio today)
- Labor negotiations are beginning between Aramark and their union employees
- Smart Buy study is continuing
- HRS is beginning a process to reduce the time it takes for classified hiring

Department updates and announcements

(Bonnie arrived at 2:15 from a dental appointment; conversation prior to that time was not recorded)

Facilities (Paul)

- lights are off on Overhulse; will be replaced soon
- set up was done well for the Longhouse 10th anniversary celebration
- fish remains were left in the Library 4th floor kitchen
- CRC deck is finished
- still working on Children's Center parking

Business Services (Collin)

- Foundation auditors are on campus
- staff will get training at UW about issues concerning non-resident aliens
- web payments plan is going forward. Marshall will write the RFP in October; selection will be made in December; training in January; operational in February
- Collin is working on the budget for the division and is preparing a report for 05-06 carry forward for the entire college

Computing and Communications (Rob)

- things are very busy with beginning of the quarter work
- starting the process of migrating Banner from VMS to Unix
- AV contract work progressing in Library Building B wing
- working on RFQ for the voice mail system
- the contractor installed the wrong kind of fiber in Sem II and will re-install it at no cost to us
- working with K-20, which provides our connectivity to the internet

Finalize FAD vision and goals for 2005-06

Based on feedback from the FAD Supervisors Team, the directors made a few changes to the mission statement and core values, as follows:

Mission Statement

Provide high quality services and facilities, enabling each Evergreen community member to succeed.

Core Values

- Golden Rule
- Integrity
- Honesty
- Competence
- Strong work ethic
- Ethical
- Trusting
- Ownership/responsibility
- Good stewards
- Quality/excellence
- Diversity
- Cooperation/teamwork
- Do the right thing
- Supportive of employees
- Positive attitude
- Respect others
- Innovative
- Customer service oriented
- Value education
- Have fun

Action Item: **Bonnie** will send out final vision statement, core values, and goals to FAD Supervisors Team and to the Vice Presidents

Action Item: Within 2 weeks, **Directors** will re-submit their department's final goals to John, indicating who is responsible for each item and the timeline for completion