

# Finance & Administration Directors' Meeting Minutes

Monday, January 3, 2005

---

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

---

## **December 6 minutes**

- In the Performance measurement discussion, the word “goals” should be replaced with the word “benchmarks.”
- Under Benefit Officers' meeting report, paragraph 3, the first sentence should read “Exempt employees *and faculty members* have only one *retirement investment* option: TIAA-CREF, and...”

Minutes approved with the above corrections.

## **Benefits update**

Art and Ken discussed this and agreed that Ken would assume a larger role in employee benefits. Senior Staff and the Vice Presidents concur with this plan. Ken's specific responsibilities are still being defined. A communication about benefits will be sent to employees in the near future.

## **Senior Staff update**

A discussion draft for a reorganization in Academics was presented to the Senior Staff today and will be presented to the deans and the faculty in the near future. The Academic Vice President and Provost currently has 21 direct reports. The suggestion under consideration is to add an academic dean and some of those 21 direct reports would transfer to that person. Walter stated that it is our philosophy to promote from within. New faculty need better mentoring. Don proposes to add one new dean for extended education and summer school. This would not be paid for out of state funds, as summer school is profitable. It has been mentioned that an associate provost may be needed in the future.

## **Parkway update**

We had two information meetings in December; December 10 for the campus and December 11 for the neighbors. Art has forwarded his recommendation to Les: single lane in each direction, bike/pedestrian improvements, changes to Overhulse and Driftwood intersections. A copy of the recommendations were sent to neighbors who have expressed an interest in the project. Work will be stopped for a few days for graduation and Super Saturday weekend. We may put together a community advisory board.

## **Discussion of department benchmarks**

**Action Item:** Directors will share their department's performance indicators at the next meeting.

We are looking for data to identify what we do, tell our story, and use as a management tool. Petra prefers to use the term performance measures instead of benchmarks. Benchmarks are used to compare to industry standards. In Ken's case, he finds comparison to industry standards helpful.

## **Finance & Administration Goal #9**

*(Complete emergency responsiveness plan and continue staff and faculty training)*

The plan is written, the emergency operations center has been set up, and some training has occurred. Robyn Herring has been trying to find additional training. We need to move forward on the plan. Do we have enough staffing? We might consider a combination of risk management and health and safety. Next step – assemble 4-5 people to assess where we are and what to do next. Petra, Collin, Robyn, Art, Ken.

**Action Item:** Bonnie will set up a meeting.

## **Unit updates**

### **Human Resource Services** (Ken)

Ken handed out the turnover report for January-November, 2004

### **Computing & Communications** (Anna)

C & C staff has been working with the bid team for the Library modernization project.

### **Facilities** (Collin)

SASS is moved and open for business. Library modernization bid opening will be on January 19. Sem II café is not yet open

### **Business Services** (Petra)

Business Services staff did a lot of work the last two weeks of December to prepare for start of winter quarter. The new accounting manager is on the job. The audit went well.

## **Art**

After soliciting feedback from affected offices, Senior Staff has made a decision that the Library fan shut-down will be in June