

## **Finance & Administration Directors' Meeting Minutes**

Monday, April 9, 2007

1:00 – 3:00 p.m.

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**Present:** John Hurley, Puanani Jeffery, Holly Colbert Joseph, John Lauer, Walter Niemiec, Collin Orr, Aaron Powell, Paul Smith, Allen Toothaker, Steve Trotter, Laurel Uznanski

**Guest(s):** N/A

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### **March 26<sup>th</sup> Minutes**

Approved.

### **Senior Staff Update**

#### April 2<sup>nd</sup> Meeting

- Fixed assets inventory will be monitored by senior staff.
- Enrollment planning meeting is set for next Tuesday. The VP's will determine the role for this group.
- Ken Tabbot provided an updated on Academics  
Faculty budget planning meeting is set for 04/25/07  
Diversity DTF report will be discussed at the faculty meeting

#### April 9<sup>th</sup> Meeting

- Domestic violence in the work place policy was discussed. The report will be discussed at the faculty meeting. The policy is in place and needs to be distributed campus wide by HR.
- Senior staff approved increase cost for Housing and Dining Facilities

### **Department Updates and Announcements**

#### **Human Resources** Allen and Laurel

- Human Resources has 20 recruitments
- The 1<sup>st</sup> staff meeting was good; a second staff meeting is scheduled
- There is one new grievance and one still pending
- Draft AVP for Human Resource job description was distributed for review. Comments should be sent to John H.

#### **Computing & Communications** Aaron

- Aaron distributed list of computers scheduled for replacement this year
- Discussion of standardizing computers across the division
- Job description for Network Services is being worked on. Recruitment will begin soon.
- A draft email archive policy is being routed for review.
- Working on a commuter access and seizure policy with Maryam.
- TSS has a new contract with KAOS. The terms have been clarified and fees adjusted.

#### **Business Services** Collin

- Banner and e-mail update is going good
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Collin will be out 05/7, 8, & 9 to WACUBO, also out 05/17 & 18 for B.A.R.

Laura C. will be out of the office for 4-6 weeks beginning 05/10

**Walter Niemiec**

- Expressed appreciation to Human Resources for their continued work

**Steve Trotter**

- Everything is looking good

**Facilities Paul**

- We have met with FEMA regarding reimbursement from the December storm.
- Lab I project is in process currently
- Library remodel Phase II temporary relocation is being worked on
- There may be a successful bidder for the elevator project in housing.
- Two individuals has been chosen to represent concerns for the custodial crews
- Construction tentative for 2009 for CAB renovation

Open discussion-Financial concern regarding cost factor regarding current bid expense is above \$2 million

**John Lauer**

- Residential and Dining Services will be meeting with residents and RA's regarding 3 proposals:
  - 1) Fee increase for housing and meal plans
  - 2) Painting over the murals
  - 3) Smoke-free in first-year apartments

John L. will be out of the office 04/18 through the 28<sup>th</sup>

**Holly Colbert Joseph**

- April 27<sup>th</sup> will be 'Bring Your Daughter or Son to Work Day.' Holly will be working with Sarah in HR on this endeavor. Employees should receive approval from their immediate supervisors
- Reviewing salary savings for third quarter
- Senate released their version of the budget-now waiting for reconciliation of House and Senate budgets.

**John Hurley**

- Retreat on May 4<sup>th</sup> FAD Directors at Schmidt House
- The FAD Supervisors retreat will be held on May 11<sup>th</sup> at Pellegrino's Tye Grill from 1:00p-5:00p
- All FAD event in May. Collin was asked to convene the "Bee" recipients to review nominations
- A draft of Standard 7 for re-accreditation has been distributed
- ZGF will be on campus April 18<sup>th</sup> to meet with senior staff and the Campus Master Plan Committee