

Finance & Administration Directors' Meeting Minutes

Monday, August 14, 2006

1:00 – 3:00 p.m.

Present: Holly Colbert, Ken Holstein, John Hurley, John Lauer, Erin Slone-Gomez, Paul Smith

July 31st Minutes

Approved with one correction.

Senior Staff Update (John H.)

- Enrollment was a major topic of discussion at the recent Senior Staff retreat and latest numbers indicate that Evergreen will be down 150 student FTE this year. Western Washington University will be going deeper into their pool which will also impact Evergreen's enrollment.
- The renovation plans for the first and second floors of the Library building have been approved and the third floor plan still needs work. The Architect gave a presentation at today's Senior Staff Meeting.
- Steve Craig, Ed Sorger and Robyn Herring gave a presentation on Emergency Planning.
- Senior Staff recently discussed the management retreat and that in the past it has not been considered beneficial. It was decided that there will be smaller meetings held three times a year as informational sessions and a time for socializing over breakfast. Additionally the staff included on the management list will be reviewed.
- A standing budget council of the Vice Presidents and Budget Coordinators will be created that may have open meetings allowing anyone to attend. The faculty previously passed a resolution that two faculty members would be on a budget council and Don will be clarifying how they want that to occur.
- Art has been asked by the Office of Financial Management to design a proposal for a first generation bridge program.

Follow Up on Affirmative Action Representative

- The FAD representatives to the new affirmative action work group do not need to be exclusively from the Director level. Directors will seek volunteers who will serve with Paul who volunteered previously.

Department Updates and Announcements

Computing & Communications

- Aaron has received the preliminary response the recent security audit.
- The Information Technology Collaborative Hive retreat is scheduled for Thursday, the 17th.
- Aaron will be talking with Directors about processes related to purchasing software applications.
- The C&C recognition barbeque will take place next week.
- Aaron recently returned from a Campus Technology conference in Boston and was impressed with proffered examples of other college's use of technology including a hand held device that could indicate laundry availability and animated websites.

Facilities (Paul)

- The RFP for a new chiller was sent out and responses are expected at the beginning of September.
- The Driftwood/Overhulse project will be starting Thursday and be completed in early October, temporarily halting during orientation.
- The CAB elevator replacement project has started. Unexpected problems have made the installation of the lift impossible and Student Activities staff will take steps to compensate for the lack of access.
- Demolition in Library 4300, to take out walls and rebuild classrooms, has begun.
- New aerial photographs will be taken soon and property lines will be added afterwards. Paul will send John a finished copy.
- Paul will be coordinating with Intercity Transit to mitigate any traffic caused by the Parkway project during orientation.
- Nina Monroe, Project Manager at Studio Meng Strazzara is leaving.

John Lauer

- Housing occupancy is up from last year, applications are up for both transfers and returning students and down for first year students. This will result in the additional 30 spaces created last year being occupied.
- Based on past experience, Housing rates will be down in spring quarters allowing for possible assistance with surge space.
- The Housing roofing project is continuing smoothly.
- John L., John H. and Art will be meeting with Aramark to finish up contract negotiations.
- The meal plan options for next year will be the same with a slight price increase.
- John is working on a proposal to create meal and board plans, one contract instead of two, which will be vetted with students and then implemented in 2007.
- John is also working on cell phone use questions with Maryam Jacobs.

Holly Colbert

- Holly is working with a group on the aforementioned transitions bridge program.
- Holly is also working on the third floor plans for the campus remodel.
- Many recharge rates across FAD have not been updated in several years and Holly will be discussing this further with Directors before recommending any changes.
- The 2006 budget is complete and there is some carry forward money.

John Hurley

- John solicited ideas about who should move off of the third floor and Holly will work with HR to clarify options related to their space needs.
- A large rat was caught in the office previously belonging to Edie Harding.
- John informed the group that he will be beginning his next round of discussions with staff over doughnuts and is starting with Facilities.
- John asked Aaron to check with Barbara Caswell to see if there was any noticeable space difference since her email requesting people clean out their inboxes.