

Finance & Administration Directors' Meeting Minutes

Tuesday, March 14, 2006

10:00 a.m. – 12:00 p.m.

Present: Holly Colbert, John Hurley, Collin Orr, Aaron Powell, Erin Slone-Gomez, Paul Smith, Steve Trotter

February 27th minutes

Approved.

Senior Staff Update (John H.)

- Meeting on March 13th was cancelled.
- Art gave an update about the CAB renovation which is going fine and in a few days they will finish the eco-charette. A lot of the comments have been tied to food service and the possible turnover of a small section of the CAB for a small self operated program that would be easy to turn over to Aramark if necessary. A group of students is working with Paul and the Facilities staff to come up with two or three designs and prices.
- Steve Hunter provided an update on enrollment. We are currently down about 100 FTE, which is about \$500,000. This number is more like 200 FTE because we were overenrolled this past year. All the institutions will be coming together at the end of March to try and discern what is going on and where all the high school students are as, from now and increasingly until 2008 Washington will have the largest graduating classes ever.
- The Department of Health let us know that a formal complaint was made about smoking around the Lecture Hall.
- The Board of Trustees' meeting went well. Collin gave a report about finances and Steve Hunter about enrollment.

Department Updates and Announcements

Facilities (Paul)

- Evergreen received a letter from Cooper's Glen about trees on adjoining property (possible tort claim from damage). Facilities will be calling in an arborist/forester.
- Preliminary discussion with energy services company.
 - Potential for \$400,000 in annual savings
 - Additional proposal for a heat pump system for campus and a feasibility study will be conducted. This may include an Environmental Impact Statement and question about water rights.
- Recent training was conducted with Housing staff about blood borne pathogens.
- Worker compensation claims are up.
- Phase II Library is going well and preliminary CAB designs will be shared soon.

Computing and Communications (Aaron)

- Finishing up the final draft of the IT Strategic plan which will be sent to the Strategic Planning Committee. The most recent draft has seven goals and language about access.
- The IT Enterprise Work Group is working on six principles that will be sent out campus wide.
 - Concerns about security and passwords when an employee no longer works at Evergreen.

- Aaron is looking at possibly making permanent changes to the TSS Help Desk and moving from student staff to a permanent staff/student combination. This change was previously made on a part time basis and Aaron requested feedback on whether service has been improved.

Business Services (Collin)

- Bond sale was conducted and went well. There were 7 or 8 online bids with a net interest rate of 4.06%. The money will go into an interest bearing account.
- Contract details are being worked out for a web payment system.
- The third printing of the 2005 Financial Statement was successful and a web version is almost ready.
- Budget
 - Clifford worked on moving information from the old system to excel.
 - The budget coordinators are working on the 07-09 budget and will be meeting that week.
 - Discussion about creating a framework for determining the highest needs of the campus and that the Strategic Plan should be the driver for changes.
 - Working on highlighting money allocated for charge backs and possibly trying to phase them out and include that money into the budget.
 - Holly and Collin will be meeting with Aaron, Paul and Ken before the next budget coordinators meeting.

Steve Trotter

- Question about position control and how we move this conversation forward. Questions to consider are who should have position alteration authority, what are the requirements, is a consultant necessary and will a committee be charged to look at this.
- Sustainability
 - 33 people gathered for 3 hours and Steve passed out a summary of the results. Much of the conversation centered on communication, retaining people and the information they have, if the college is wasteful and is the college affordable for students. This topic will be discussed next meeting after everyone has had a chance to look at the summary.

Holly Colbert

- Holly is looking at charge backs and the work that has been done on this. She will be meeting with Student Affairs and Academics about this.

Announcements (John)

- Update on how Bonnie is doing.
- Steve and John H. will be going to the University of Washington for the next Capital Prioritization meeting.
- A goal setting spring retreat will happen in April. Question posed about who should be involved in this process such as the Supervisors group. The goals need to be identified by July 1st.