

Finance & Administration Directors' Meeting Minutes

Monday, February 13, 2006

1:30 – 3:30 p.m.

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

January 30th minutes

Approved after three alterations from Paul, John H. and John L.

Senior Staff Update (John H.)

- Advancement Update:
 - Fundraising to date is going well. John expects that all of his direct reports will give to the Foundation.
 - The Vice President for Advancement search is being conducted by the Bryant Group and John McCann is heading the Development Director recruitment.
- Summer Staff Institute: Allen Toothaker discussed possible classes such as HR basics, tunnel tours and grant writing and it was agreed upon that sessions attended need to be job related.
- Enrollment Update: Steve Hunter informed the group that our number of applications for next year are down, a general trend across Washington.
- Contracting Out: Ken led a discussion about contracting out at Evergreen and the need to have union work done by union staff such as videotaping performances. A provision of the Personnel System Reform Act (2002) allows for contracting out services, however, senior staff agrees not to pursue this option at this time. John emphasized the importance of being sensitive to how pervasive rumors are and to be careful about what example departments people use, such as custodial services, which may only exacerbate these rumors.

Downtown Space (John H.)

- Les has decided not to pursue a space downtown outside of the strategic planning process and will reconsider it afterwards.

Budget Planning Retreat (John H.)

- We will be discussing the 06-07 and 07-09 budgets.

Leavelle House (John H.)

- The Leavelle House (also known as the President's Residence and Building 10) is still being used and a determination about the property will be made later on. Steve suggested that it would be good to look at all of the peripheral buildings and the campus master plan.

Extended Education Advisory Committee (John H.)

- The Vice Presidents discussed the make up of the EE committee and from FAD a representative from both Computing and Communications and Facilities as well as Tami Johnson will be members.

Chargebacks (John H.)

- John reminded the group to have their areas submit information about the chargebacks they receive or pay.

Geoduck Farming (Erin)

- Erin discussed her research about the feasibility of potentially using Evergreen property to farm geoducks. Steve Trotter also shared information he had about geoduck farming that he learned when an alumni toured the area with Les almost a year ago. Erin will be sending out proposals for a consultant to do a preliminary feasibility study. Paul and Erin will be letting the Campus Land Use Committee know that depending on the outcome of this consultation this issue may come before their committee. Possibly farming other shellfish was also discussed.

Department Updates and Announcements

Housing and Food Services (John H.)

- John and Paul met to discuss shared shop ideas and will be discussing these with an architect.
- External factors have impacted the roof project cost and the estimate has been increased to \$852,000 for the 14 apartment buildings. There has been little design change made to the new roofs which will be made out of metal.
- Housing staff will be conducting two potentially difficult evictions related to medical accommodations.

Facilities (Paul)

- The initial estimate for the smoking shelter is \$62,000.
- Paul met with Thurston Country staff and discussed making improvements to the area by the parkway.
- Nancy is working with several students to create a CAB design droople site.
- Skate stoppers (devices used to prevent skateboarding on areas such as benches and railings) have been installed on the west side of Lab 1.
- The Motor Pool will be following up more on staff/faculty permits needed to use state vehicles. Paul will be looking into the possibility of doing background checks when these permits are issued.
- There have been several questions about whether areas in Phase 1 of the Library can use old furniture and blinds if they do not have money to buy new items.
- Drop off parking has been designated and approved for the Child Care Center.
- Facilities is also working on the CAB renovation project, setting up an on call architect and Library Phase 2.

Business Services (Collin)

- The Bond rating meeting is coming up on the 22nd.
- Laura is now the Lead Union Steward.
- The Financial Statement was complete but has several errors and it will be reprinted after they are corrected.
- Ken, Kathleen Haskett and Collin will meet about personal service contracts and discuss whether the contractors fit the definition of employees and whether they are being hired for work that should be done by employees. A new document was created based on a form that the Office of Financial Management uses and will be released soon. This may hopefully help clear up confusion and timeliness.

- A new Conference Services Manager was hired and will begin March 1st which is the same time the Conference Coordinator recruitment will be opened.
- A credit card web payment finalist has been selected and we are now negotiating which contract to use (theirs or ours).
- Business Services staff are also looking at credit card investments and costs. They are considering charging orgs that get money through credit cards as well as distributing the interest accumulated. This idea will be brought to the Budget Officers and possible the Vice Presidents and all practices will be written down.

Steve Trotter

- Steve suggested that if the Financial Statement reprint was completed in time that it be included.
- All of the four year higher education institutions are meeting to decide on a priority list for distributing capital budget funds. The representatives for each institution (Steve and John H. from Evergreen) are considering a proportionality, point or prioritization level structure and will work to come to a consensus. Evergreen has two intermediate level items, the CAB renovation and the Longhouse expansion project. There is an interest, particularly from the research institutions to keep local money local. The group will meet next on February 23rd. This meeting format began last biennium.
- Steve shared a recent report about Higher Education resources which stated that Washington is one of the most productive states in relation to our resources.

Computing and Communications (Aaron)

- C&C continues to work on security holes including looking at writing policies that may differ from those established by the Department of Information Services, higher education is allowed to substitute different policies as long as the outcome is the same. Steve shared that the Office of Financial Management is working on centralized data sharing and suggested that someone should be designated to oversee Evergreen's data sharing.
- Aaron continues to work on strategic planning and has been working with the ITCH group and then preparing for a public forum.
- C&C will be hosting an open house Friday the 24th from 3:00-4:30.
- C&C continues to increase bandwidth, we are not at the maximum of 10 megabits.

Business Services (Collin)

- The bond rating meeting for the entire college will happen on February 22nd. The rating is for the life of the bonds and is updated annually. Steve H., John L., John H. and Les will be involved. This option will be looked at for future projects such as the CAB renovation project.
- Collin has been looking at the 05-06 and 06-07 budget adjustments such as minimum wage changes and staff funding.
- New staff have been hired and will be starting within the next few weeks.
- The college has received 3 viable responses from the RFP that was sent out for credit cards.
- The audit is done.

Updates

- John recognized that the Bookstore is now selling copy cards (3 so far).