

# Finance & Administration Directors' Meeting Minutes

Monday, February 27, 2006

1:00 – 3:00 p.m.

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**Present:** Ken Holstein, John Hurley, Walter Niemiec, Aaron Powell, Erin Slone-Gomez, Paul Smith, Steve Trotter

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## **February 13th minutes**

Approved.

### **Senior Staff Update** (John H.)

- National Public Radio profiled a select number of colleges and had a campus visit with Evergreen for their feature, Campuses That Change Lives.
- The speaker for graduation is Governor Gregoire.
- CAB renovation review meeting update. Several students attended to discuss smoking.
- John H., Joe Dear (State Investment Board), Lee Hoemann and other foundation members will meet with students about socially responsible investing.
- Strategic planning, expect to be done by June or early fall.
- Discussion about voting on campus for student government, faculty union and CAB renovation funding.
- Tony Cortez met with the sustainability group
- Legislative Update: The request for energy funding was \$300,000 per year, however, various proposals from the Legislature are for much less.
- Paul and John discussed the Campus Master Plan.
- Discussion about faculty/staff lounge in the Cab and who would pay for it.
- Enrollment Update: Steve Hunter presented the latest numbers that show Evergreen's application rate (like all other Washington four years) is down. The Rump group will meet to discuss possible budget implications if there are fewer students.
- The exempt compensation survey will be presented at the Management Breakfast on March 1<sup>st</sup>.

### **Follow Up From Budget Retreat** (John H.)

- Evergreen needs to get a budgeting system. Aaron, Tony, Steve and Collin will be meeting about this.

### **Capital Prioritization** (John H.)

- The Capital Prioritization group met the previous week and discussed the CAB renovation and Longhouse work as well as preservation projects.

### **Presentation on Parkway** (Paul)

- The architect came and ran several charettes and information sessions with students. From this, suggestions were sent out for commentary and most responses included reasonable suggestions.

### **Exempt Salaries** (John H./Ken)

- Exempt salary data will be presented at the next management breakfast. Two messages for the meeting are that the CUPA information is a tool and the 1.6% COLA will not be affected. Ken will be sending out an email for those who miss the meeting.

### **Department Updates and Announcements**

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

- Laurel and Ken have begun working on contract negotiations which will begin in April. They are spending about a day each week on this subject.
- The Gender Identity and Expression workgroup was formed and is beginning work.
- There is a lot of work necessary for the exempt salary process beyond the CUPA survey.

#### **Steve Trotter**

- The Office of Financial Management wants to gather payroll data from last October.
- The Sustainability group held a three hour institute and used small break out groups to model various stakeholders. Some themes that emerged were about communicating “third floor decisions” to staff and a desire for Evergreen to be part of the larger community. The topics discussed weren’t just environmentally based. The evaluations reflected a desire to have more time and that participants liked being in groups from areas across campus.

#### **Computing and Communications** (Aaron)

- C&C had a follow up meeting with Housing about bandwidth expansion. Housing conducted a survey and residents’ satisfaction with bandwidth compared to last year is down. The group hypothesized that this is in part caused by the increasingly improved technology that they had access to before coming to college. They are considering retooling policies that would allow for moving bandwidth allocation around depending on the time of day, such as allowing for more Housing traffic at night.
- Discussion about a technology fee, especially in conjunction with other student fees, and whether this could go towards increased wireless internet access.
- The IT Strategic Plan group is meeting and a draft has been sent out.

#### **Erin Slone-Gomez**

- Erin met with the Campus Land Use Committee to discuss possible geoduck farming.

#### **Walter Niemiec**

- Discussion about the changing staff in Walter’s area, John McCann and Jeannie Chandler are leaving and Julie Slone is coming up from SASS.
- The faculty compensation subcommittee gathered information but was unable to reach a conclusion about compensation and will be passing their thoughts and information on to Don.
- Walter is working to make the faculty budget process transparent for faculty.
- Walter will be working with the President’s staff to possibly use the Leavelle House for a Shakespeare performance group.
- Walter will be gathering information about charge backs within Academics.

#### **Facilities** (Paul)

- Paul met with the county engineer and Evergreen will have a no fee permit for work done on the end of our property by the highway.
- The Geoduck House’s new gate has been put up on Evergreen’s property.

- The Library Phase 2 kickoff meeting was held.
- Facilities is working on getting estimates for electronic doors for the Lab buildings.
- Building Services took part in a training on non-discrimination.
- The pandemic planning meeting has been scheduled.
- First Aid training was held in Tacoma.
- The CAB elevator will be worked on this summer and Facilities is looking at possible ADA implications as it is the only elevator in that building that goes to the 3<sup>rd</sup> floor.
- The Lab 1 renovation meetings are going well.
- The CAB renovation meeting went well but several suggestions may be beyond the purview of the project. Discussion about where the 4.9 million dollar projection for the CAB came from.