

# Finance & Administration Directors' Meeting Minutes

Wednesday, January 18, 2006

1:00 – 3:00 p.m.

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**Present:** John Hurley, John Lauer, Walter Niemiec, Collin Orr, Aaron Powell, Erin Slone-Gomez, Steve Trotter

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## **January 4th minutes**

Approved.

## **Senior Staff Update**

- Discussion about exempt staff.
- Update from Ken Tabbut: Lunar Festival and workshop about Hurricane Katrina.
- Update from Edie Harding: Seminar 2 mediation settlement, 5 million will be in Capital Budget.
- Energy cost hikes: In order to protect utility costs from across the board cuts as well as accounting ease, energy costs were moved to be paid by tuition. (A move the other four year institutions followed.) The Governor's budget does not include funding for energy cost increases, thus we will be asking for one time money this year and planning for next year. According to quick calculations from Paul we may need \$250,000 but Paul and Collin will look at the issue, including the numerous variables involved such as library construction and remaining impacts of Seminar 2, in more depth. Chevron won a bid to come on campus and suggest changes and retrofitting to make us more energy efficient, Housing will be included in the walk through.

## **Budget Development Process** (Collin)

- Collin will be sitting down with each of the Directors to go over their budget (four year spreadsheets, form Bs, etc.) to make any changes in the 06-07 budget and begin preparing for the 07-09 budget. Collin will meet with Directors by February 6th and then we will have a half day retreat by February 28<sup>th</sup>. The 07-09 budget proposal will be prepared and submitted this summer.
- Money was held back from previous budgets, \$600,000 to maintain flexibility with the 07-09 budget, \$500,000 earmarked for strategic planning.

## **Downtown Space** (John H.)

- The President and Vice Presidents are considering establishing a downtown presence at 518 Capital Way, near Batdorf and Bronson and Cielo restaurant. The lease price offered is about \$12 per square foot (very good for downtown Olympia) and the offer is good through the end of January.
- Walter reminded the group of the importance of considering this request in relation to the strategic planning process.

## **FAD Supervisors' Agenda** (John H.)

- Business Services presentation, exempt discussion, campus chargebacks, department reports.

## **Department Updates and Announcements**

### **Housing and Food Service (John L.)**

- Received approval from the Board of Trustees to sell \$6 million in bonds to improve facilities. The bond rating agency will be conducting interviews, a process similar to applying for a loan, and the sale is targeted for February 22<sup>nd</sup>.
- Housing will begin marketing soon and would like to be able to talk about improved bandwidth and cellular service.
- Improvement will be made in the Driftwood/Overhulse area for pedestrian safety such as sidewalks.
- The sustainability task force will begin talks with staff during preestablished staff meeting time. Additionally, they are interested in identifying 10-12 staff members for an extended conversation and would appreciate suggestions.
- Housing achieved its expected occupancy rates and lost fewer residents than expected.
- John continues to talk to residents about mandatory meal plans, most of whom are students with kitchens in their apartments. By next fall all of Phase 1 buildings will not have kitchens.

### **Business Services (Collin)**

- Working on policies and procedures with Maryam.
- Interviewing four candidates for Conference Services Manager and then will work on hiring the Conference Coordinator position. Kim Buechel was hired as the Fiscal Technician III. Evergreen is already almost fully booked for summer and already taking requests for next year.
- Amy Placette has been hired for the Fiscal Technician III position in the Bookstore. Ladonna and Tami will each be hiring two people in the next few days.
- New mailroom electric vehicle carrying up to 3,000 pounds is on campus.

### **Steve Trotter**

- Working on the Smartbuy effort, compliance reporting and supplying General Administration with accurate accounting information.
- Legislature is in town. A bill concerning waivers for veterans is being looked at. At the moment it is written broadly and Edie is working on that. The Governor wants to move towards bio diesel, possible bills would require a certain percentage of diesel used to be bio diesel and the funding of a study about moving towards using biodiesel.

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

- Had an extended work session with his staff about security. Creating a framework based on work done last year. Audit is coming up, conducted every three years. Project management paperwork may be necessary for auditors beginning with issues that are the highest priority. There won't be a significant user impact and the focus will be on access issues like old employee pin numbers.
- A DIS representative came in and talked with C&C staff about Enterprise Architecture and they will be working on an old project that failed due to communication problems.

### **John Hurley**

- Working on downtown space and exempt staff issues.

### **Walter Niemiec**

- Working with a subcommittee of three people on issues surrounding faculty compensation such as perceived equity between classes of faculty.