

Finance & Administration Directors' Meeting Minutes

Monday, June 19, 2006

1:45 – 3:00 p.m.

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

June 5th Minutes

Approved.

Senior Staff Update (John H.)

- Senior Staff debriefed after Graduation and Super Saturday. The general feeling was that Graduation was good but long and that there was a possible parking problem near the 101 entrance. Steve will work on parking flaggers for next year. Les asked John to pass on his thanks to Building Services staff.
- The new travel policy that Collin has been working on, based on the State Administrative and Accounting Manual, was discussed at Senior Staff.
- Ken provided an update on collective bargaining. The next meeting will be at the end of July.

Department Updates and Announcements

Human Resource Services (Ken)

- Ken provided an update on collective bargaining, all remaining issues are economic and negotiators must wait for information from OFM before proceeding. Thus far, both sides have agreed to 25 tentative agreements.
- Several Human Resource staff members will be going on vacation soon.
- HR staff is wrapping up their work related to an applicant tracking system and Ken will pass information on to Tony Alfonso.
- The 2006 CUPA data has been received and reviewed. Ken will be sending this information to John on Thursday and sharing it at a future FAD Directors' Meeting.

Holly Colbert

- The Administrative Computing Manager open interviews will be conducted this week. Candidate applications are available for review. Two of the candidates are internal and two external.
- The Exempt DTF is writing their draft report which will hopefully be completed by July 1st.

Facilities (Paul)

- The two open Facilities' recruitments, Grounds and Custodial, will be completed soon.
- Paul examined more portable buildings today which may be available for Library Phase 2 surge if the Military Department isn't interested in them.
- The art glass in the library is now installed.
- Graduation and Super Saturday resulted in a lot of overtime for Facilities staff who will be using up their compensatory time before the end of the fiscal year.
- June 29th is the Facilities retreat where the first "employee of the quarter" will be announced.
- New kitchen equipment should be delivered on August 14th.

- The Communications Building project will begin soon and should be completed by the middle of September.
- The McCann plaza, Overhulse/Driftwood and Parkway projects should be completed by the beginning of the 06-07 academic year.
- John conveyed that he received several compliments on the wildflowers planted along the parkway from Board of Trustees members.

Computing and Communications (Aaron)

- Lee Lyttle was able to find money for a bandwidth increase, which doubled the available increase.
- Academic Computing is finishing their Opportunity Assessment and will be meeting with the Deans next week. They will be completing recommendations by the end of the month.
- Administrative Computing hosted a web payment training that morning and a security audit will be coming up in August.
- TSS is working on remote customer service and a directory database.
- Aaron will be teleconferencing with the CIO and other technology staff at Central to see how they handle email distribution lists.

Erin Slone-Gomez

- Erin informed the group that the two consultants hired to determine shellfish aquaculture feasibility began their work the previous Thursday.

Steve Trotter

- Steve is working to complete budget information packets for the upcoming Board of Trustees' Meeting which will need to include recommendations about the capital budget. The Board needs to affirm the Higher Ed prioritization list, the 07-09 budget and Evergreen's ten year plan.
- The CAB project will go before the Board so that they can approve the student fee and Steve suggests that the new student government should be included in the design process.

John Hurley

- John asked for an update on the Seminar 2 settlement and Paul explained that it is moving forward and that issues related to elevators were recently resolved.
- John asked for an update on Aaron's TSS Help Desk position and Aaron explained that they will be funding the position out of salary savings and that he has begun preliminary discussions with ITCH about focusing on strategies not allocations. Aaron will be discussing CMS money with Lee Hoemann.
- John asked Paul to hold a date on the non academic event scheduling list for the Employee Recognition Event.
- John asked Paul to send him Facilities' actual costs for Super Saturday.