

# **Finance & Administration Directors' Meeting Minutes**

Monday, September 25, 2006

1:15 – 3:00 p.m.

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**Present:** Holly Colbert, Ken Holstein, John Hurley, John Lauer, Collin Orr, Erin Slone-Gomez, Paul Smith

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## **September 11th Minutes**

Approved.

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

- Art reported that orientation went well and the attendance for both the student convocation and brunch were up.
- Senior Staff discussed the 3<sup>rd</sup> floor remodel and the need for possible future expansion.
- Steve Hunter provided an enrollment update predicting Evergreen will be down 121 FTE.
- John Carmichael gathered updates on Disappearing Task Forces for the Board of Trustees.

### **Capital Budget**

- Evergreen's request was submitted on September 1 and included \$4.9 million for the Campus Activities Building, \$1.7 millions for the Longhouse, \$8.7 million for the Communications Building, \$200,000 for the Campus Recreation Center pre-design and money for small works projects. The IT Request was just under 1 million.
- Once the Master Plan is complete the capital budget process will be much easier.

### **Housing**

- John Lauer passed out handouts and reviewed housing demographic information as well as facilities layout. A, B, C and D buildings are more traditional buildings, E-U are apartments and the modular units are used for some student housing, the English First Program and Family Housing.
- John L. highlighted recent and future projects in Housing including the renovation of D building and the replacement of all 14 apartment buildings and 5 modular units' roofs. Future work includes the replacement of the 5 elevators located in Housing, renovation of B and C buildings the creation of a Housing Admin/Shop building and possible construction in the Housing Community Center.
- Other projects include a name change from "Housing" to "Residential and Dining Services" slated for fall of 2007 and the creation of a room and board plan which will be before the Board of Trustees.

### **Department Updates and Announcements**

#### **Housing** (John Lauer)

- Housing is working on eliminating cell phones for staff.
- There have been three alcohol transports since the beginning of the year.

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

- Human Resource and Computing and Communication staff members are working on creating a project charter for the applicant tracking system which will cost approximately \$30,000.

- The Faculty and Staff of Color Conference is coming up and will take place in Vancouver.
- There is currently more recruitment activity going on than at any other point so far in the year.
- There are several employee relations issues that Ken and staff are working on.

### **Facilities (Paul)**

- Paul reported that he hasn't been informed about why the parkway transition hasn't happened.
- The CAB elevator is in and was certified by L&I on Tuesday.
- Bike air stations are on campus now as part of the Commute Trip Reduction program.
- The kitchen has been washed down to specifications now that the dishwashing project is done.
- Lecture hall projects are done including making them ADA compliant and adding new chairs and carpeting.
- The Faculty and Staff Lounge is now back open.
- McCann plaza work will begin in May.

### **Holly Colbert**

- Holly is close to releasing equipment money; she is working to get the computer replacement total to \$50,000.
- After getting feedback from a few Exempt DTF members a revised report will be submitted to the Vice Presidents.
- The First Year Experience DTF will be sending their report out to and vetting their recommendations with the campus community.

### **Collin Orr**

- The first days of school are very busy for the Business Services staff. More than 2.5 million dollars has been received through credit card payments. Financial aid checks will be handed out September 22<sup>nd</sup> and 23<sup>rd</sup>.
- At the recent BAR meeting Collin found out that Evergreen is buying insurance on computer and audio/video equipment and no other 4 year institutions carry this type of insurance. There was also discussion about auditing prices; the legislature gives money based on estimates but the Auditor's Office charges actuals and the upcoming performance appraisals. Collin was also able to view Central's new recreation and student union buildings that employ the same mall concept Evergreen has been discussing.
- Collin is planning a retreat for his supervisors for the first week in December and will be emphasizing ethics and supervisory skills, especially stress management.

### **John Hurley**

- John asked Paul to check on the creation of no smoking signs which include new language articulating that the campus core is non-smoking except for designated areas.