

**Business Affairs Council Minutes**  
**March 8, 2007**

**Vice President**

1. Cabinet/PAC:

- Outside Employment Form: Sherer Holter and Michael Jennings briefed the Cabinet on the staff and faculty versions of the Outside Employment Form. These forms are being revised based on feedback from PAC.
- Budget: The Cabinet is beginning to put together the FY 08 budget and is working to identify line items to set aside. *Action items:* Bill Vertrees will send Rich Corona a motor pool rate proposal. Carmen Rahm will send Rich Corona a recap of cost-savings programs implemented by ITS.
- Staff salary increase spreadsheets: Rich Corona briefed the Cabinet on HR's staff salary increase spreadsheets. These spreadsheets show the impact of legislated, step L, and position reallocation costs on base and self-support budgets for both represented and non-represented staff.
- Legislative update: Ann Anderson noted that things are fluid in Olympia; the first cut off date for introducing new bills was Feb. 28 and March 14 is the last day to consider bills in the house of origin. The Senate budget bill is expected to be introduced next week. We are keeping a close eye on the Capital budget.

2. Campus Tree Plan: Calvin Lang, Grounds & Nursery Services, gave Rich Corona an informative campus tree tour this week. Mr. Lang explained pruning techniques being implemented that will reduce damage and increase tree life.

**Administrative Assistant:**

1. FY 08 Base Funding: Sandy Colson reported that FY 08 base funding requests are due May 10. AVP's should include final FY 07 one-time funding needs in their memoranda.
2. BFA "Good News" website: Sandy Colson announced that she is working with Jesse Days and Jeremy Anderson to have this website ready to present to BAC at the April 4 meeting. *Action item:* Sandy Colson will move the April 4 meeting to the Jongeward conference room for this presentation.

**Financial Services:**

1. Procedures Review Committee: Kevin Kimball reiterated the inter-divisional nature of this committee, and that the development and/or revision of procedures are being done at the request of the internal auditor. Rich Corona discussed the importance of providing a framework that allows for informed decision making. Steve Rittreiser raised concerns with the proposed language in the *Promotions and Sponsorship* procedure. *Action item:* As follow-up to today's discussions, Kevin Kimball will meet with Steve Rittreiser and Margaret Smith.
2. Year-end close: Kevin Kimball reported on various timelines under consideration to facilitate year-end close.

**Information Technology Items:** No report.

**Human Resources:**

1. EEA Compensation Plan: Angela Beaudry opened the meeting by giving a presentation on the proposed exempt employee compensation plan.
2. Executive Intern: Sherer Holter reported that the BAC Executive Intern has completed his assignment in Human Resources and is available for reassignment. *Action item*: Sherer Holter will arrange for Nuno Fernandes to meet with Bill Vertrees.

**Facilities Management:**

1. Campus Committees: Bill Vertrees stressed that it is incumbent on everyone who sits on campus committees to provide feedback on committee decisions back to the groups that they represent.
2. SEPA: Bill Vertrees reported that on March 15 there will be a SEPA public hearing for the Dean Hall and Courson/Muzzall projects.
3. Architectural Archives: Bill Vertrees reported that FMD is working on procedures to ensure campus projects protect culturally-sensitive materials.

**Business Auxiliaries & Public Safety:**

1. Parking rate notifications and feedback: Steve Rittreiser reported that he forwarded a parking rate proposal to Rich Corona to share with the Cabinet. This proposal will also be shared with other advisory groups on campus.
2. Dining Survey: Steve Rittreiser announced that a Spring Dining Survey is currently being conducted.