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Minutes, Arts & Sciences Finance and Service Committee Meeting, Tuesday, October 5, 2010

Arts & Sciences Finance and Service Committee

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Finance and Service Meeting Minutes: 10/5/10

Members Attending:

- ✓ Anna Alon
- ✓ Sue Easton
- ✓ Jeff Eisenbarth
- ✓ Laurel Goj
- ✓ Kenneth Pestka
- ✓ Tonia Warnecke
- ✓ Diane Willingham
- ✓ James Poindexter

Members Absent:

Mandy Booker
Alexandra Grammenos

Agenda:

- Review of Action Items
- Subcommittee Reports
 - Ethical Production
 - CESI
 - Budget Meetings
- Discussion of Year's Priorities
- Other Items

The meeting was called to order at 12:30pm.

The first order of business was another round of introductions. Both Jeff and James were attending for the first time.

Minutes from the September meeting were approved. It was noted that we must send the minutes to Steven St. John for posting online after approval.

Review of Action Items

Sue	<p>Check with executive committee about faculty presence on the Board of Trustees (BoT).</p> <p>*Sue spoke with Rick Foglesong about this. As faculty President, Rick has been invited to the next Board of Trustees meeting. The impression is that the chair of one of the standing faculty committees, AAC, is invited to sit in (but not vote) on one of the Educational subcommittee. This policy has been in place for a while and is not 'new'.</p>
Sue	<p>Speak with interim dean of the faculty Deb Wellman about habitual parking violators on behalf of Ken Miller</p> <p>*Sue met with Deb and Deb has taken this task on; she will be meeting with Ken Miller and they will work together to create a policy for habitual parking violators who are rude. They will report this policy to us when they complete this task.</p>
Sue	<p>Work with EC to find replacement member.</p> <p>*Sue worked with EC on this but they were unable to find a replacement member. F&S members agreed that we can function properly without an additional member, so we have decided to maintain our current size.</p>
Sue	<p>Speak with Dean of Faculty regarding status of inequities of faculty compensation.</p> <p>*Neither the Interim Dean of the Faculty nor the Interim Provost has heard of a report being published on the status of faculty inequities in pay. Laurie mentioned that she heard that Roger was conducting such a study/compiling such a report, but the report never was completed or shared with anyone.</p>
Sue	<p>Locate funding source for EP purchase of Consortium of Workers Rights.</p> <p>*Sue has contacted Bill Short about this, and Tonia will be following up with Bill to ensure that the invoicing process is completed so that Rollins can join this group. The funding has been approved.</p>
Tonia	<p>Facilitate first EP subcommittee meeting.</p> <p>*The first EP subcommittee meeting took place on September 30; report shared in 'Reports' section of the minutes.</p>
Kenneth	<p>Attend first CESI meeting.</p> <p>*Kenneth attended and his report is shared in 'Reports' section of the minutes.</p>

Mandy	<p>Check the status of ethical investing at the college by speaking with Bill Short</p> <p>*As per Bill Short, Mandy reported to F&S that it is impossible for the college to change its investing patterns at an institutional level, due to the extreme difficulty inherent in this process. However, TIAA-CREF has a socially responsible investment option that faculty and staff can voluntarily elect for investment of their 403b monies. There is no such option for Fidelity.</p>
Laurel	<p>Check with Maria Martinez to see if contract workers are receiving Orange County, FL living wage</p> <p>*Maria notes that Rollins has no control over contractors (eg., food service, electrician, plumbers, bookstore, construction). Jeff added that most of the contracted employees make the Orange County living wage, but not all of them do. It is very difficult to monitor contracted employees who are not on long-term contracts with Rollins.</p>
Anna	<p>Meet with Scott Bitikofer about facilities and our current campus look.</p> <p>*Scott notes that there are two different phone numbers for faculty and staff to call regarding needed maintenance and service projects on campus. There is one number for more significant projects, and a different number for routine and minor maintenance needs (eg., bathroom maintenance). We will provide these numbers to the faculty at an upcoming faculty meeting. Anna also reported that facilities work is funded from two different budgets: operating budget and capital projects budget.</p>

Reports:

Tonia	<p>Reported on the first Ethical Production Oversight subcommittee meeting. The members of this subcommittee are Tonia, Diane, Chris McClure (Athletics), Mary Vitelli (bookstore), and Louisa Gibbs (A&S student). We are working on getting an A&S and a Holt SGA member to comply with the code of conduct passed last May.</p> <p>One priority is getting the invoice paid to join the Consortium of Workers Rights. We need to find out the directionality of informational flow between us and the CWR. With the help of CWR, we will be able to establish an approved vendor list of ethical production to distribute to campus organizations and student groups. The first stage will really be one of education for the campus community.</p> <p>The subcommittee also decided that because they have no enforcement capacity, it is important to work together with Brent Turner (OSIL) and Cynthia Rose (Greek</p>
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	<p>Life) in order to establish a positive incentive system to encourage student groups to comply with the approved vendor list (once it is established).</p> <p>The subcommittee will first focus on Greek organizations and large college-sponsored programs (eg., Explorations) in order to spread the word about ethical production and make the most impact; then the subcommittee will move to smaller campus groups.</p>
Kenneth	<p>Reported on the first CESI subcommittee meeting of the year. One priority was making a list of low hanging fruit—small projects fostering sustainability on campus, ways to ‘go green’, etc. Ken will send this list to us. The subcommittee took a tour of Rex Beach, a building built to LEEDS-certification standards (though it does not have the formal certification due to the expense involved).</p>
Anna	<p>Met with building consultants regarding campus needs and the campus master plan. The top 4 priorities are: (1) classrooms; (2) gathering space; (3) conference space; (4) office space.</p>
Sue	<p>Reported on budget/planning committee. At these meetings, each department reported operating expenses. All department expenses are combined and budget parameters are established that get presented to the BoT. Financial aid figures are also reported at these meetings. The committee discussed which activities are income producing and which are not, both on and off campus. One major budgeting/planning problem is that Rollins did not meet enrolment targets this year and is not expecting to meet targets next year either. While there is some money in the contingency funds to cover this enrolment shortfall this year, this is not a long-term solution. One recommendation is for us to figure out a way to increase the proportion of accepted students who come to Rollins. For example, is there a better way of closing the deal, whether by faculty attending open houses or some other method?</p> <p>Also, the distinction is made between one-time expenditures (capital budget) and ongoing expenditures, which are funded through the operating budget. The reason Rollins employees did not receive raises this year is because enrolment targets were not reached. Raises are not a one-time expenditure so they must be funded out of the operating budget.</p> <p>Jeff and Laurie will be offering an open forum and budget/planning presentation to faculty and staff next month.</p>
Jeff	<p>Reported on the hotel/conference center project. In 10/08 the BoT came up with the idea of the hotel/conference center project as a strategic priority for Rollins.</p>

Jeff (continued)	<p>The school purchased 3.5 acres near the Winter Park Public Library. The plan was to find a partner to develop the property for us, since Rollins is ‘not in the hotel business’. They received 8 responses of proposals, but 5 of these said that Rollins should pay a significant sum of money as the project proceeds. The BoT does not want to do this. The problem with finding a partner who will incur the remaining expense is that Rollins will not have control over what is done with the rooms/meeting facilities in the hotel. One possibility that Jeff noted is that there is a naming opportunity for the hotel; someone could pay a large sum of money and then name the hotel as ‘_____ Inn at Rollins’. This money could then be used to maintain Rollins’ control over the property while not investing too much more money into the property. Regardless of how the development occurs, the hotel may be able to open by 1/13. Rollins projects that 50% of the hotel occupancy could be filled by our institutional needs.</p>
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Action Items:

Sue	<p>*Follow up with Lorrie Kyle and Rick to gain clarity regarding the status of faculty representation on the BoT. We are interested in knowing what the faculty’s role in the BoT has been and what it will be. Find out exactly what faculty presence there has been in the past (and confirm that if any such representation has occurred, and is there an existing policy that states this). Find out exactly what (if anything) has changed since the faculty voted for representation in the spring. Which subcommittees of the BoT are faculty members welcome to attend now? How many members are welcome to attend? Is this going to be formally institutionalized?</p> <p>*Speak to EC to report that F&S is interested in finding out how course releases and overloads affect the college budget. For example, how many have course releases and take them? Of these persons, how many take on overloads and receive overload pay? We are focusing on the budget angle of the situation. Coordinate with the ACC subcommittee that is studying the 3/2 load.</p> <p>*Send collected information to F&S regarding student enrollment/acceptance.</p>
Tonia	<p>*Follow up with Bill Short regarding the payment of the invoice for the Worker Rights Consortium.</p> <p>*Talk to Phil Kozel to find out who chairs the Curriculum subcommittee. Find out that committee’s concerns regarding 3-2 load and course releases.</p>
Jeff	<p>*Look into the situation of contracted Sodexo and Follett employees (the two groups of long-term contracted employees at Rollins). Find out how much it would cost Rollins (or for bookstore employees, Follett) to ensure that all of these employees are</p>

	brought up to the Orange County living wage. *Provide budget/planning presentation at the next F&S meeting.
Anna	*Attend budget and planning meetings.
Laurel	*Collect faculty input regarding faculty and staff budget/planning concerns/questions prior to Jeff's budget and planning presentation on November 2.

Other items:

We are interested in finding out how faculty salaries compare now to our peer/aspirant schools, and we will discuss this further at our next F&S meeting.

We will have subcommittee reports from Ken (CESI) and Tonia (EP) at the next F&S meeting, in addition to hearing updates regarding all new action items listed above.

Meeting was concluded at 1:47pm.