

SENIOR STAFF MEETING HIGHLIGHTS (January 8, 2008)

PRESENT

John Carnaghi	Penny Scruggs	Anse Cates	Grady Enlow	Paul Strouts
Larry Rubin	Karen Gibson	Ralph Alvarez	Phaedra Harris	Tom Jacobson
Dan Dayhoff	Deborah Coury	Terry Fulcher	Jim Russell	Marcia Murphy
Angela Gaskins	Gary Huff	Melanie Welch	Tom Shewan	Michael Lake
Renisha Gibbs	Lisa Sprague	Joyce Ingram	Sharon Woodall	Dave Leeka
Edward Acoff	Perry Crowell	Mark Palazesi	Michael Barrett	Mary Wilkes
Marcie Doolittle	Michael Williams	Harvey Buchanan	Jeff Bauer	Susannah Miller
Tonya Kling	Eddie Mills	Pam McCully		

ANNOUNCEMENTS/COMMENTS FROM THE SR VP

- Financial/Budget Update – the State of Florida is facing a \$1 billion deficit for 2007-2008. Finance and Administration's budget cut for 2007-2008 will be \$3.2 million. 35 positions both filled and unfilled will be affected by these reductions. A second budget cut may be necessary in fiscal year 2007-2008 and this will mean another \$3+ million for Finance and Administration. A third cut is not impossible, but we're hopeful it won't be necessary.
- The next FSU Board of Trustees Meeting is scheduled for Friday, January 18, 2008. The main purpose of the meeting is to discuss FSU's budget and financial situation. The Chancellor and Chairman of the State Board of Governors may also attend.
- FSU's annual operational audit was excellent. There were only three items noted – cell phone usage, reports on sabbaticals, and insurance costs.
- Solar panels may be installed on top of some of FSU's parking garages as part of a joint research project with the City of Tallahassee.

FINANCE & ADMINISTRATION ANNOUNCEMENTS

Presentation on TRACS (Registering your property on line) by Major Jim Russell/FSU Police Department

- Demonstration of new software which allows FSU departments to register valuable property (computers, printers, laptops, etc.). This system will help the identification process if FSU property is stolen. Contact FSU's Crime Prevention Office at 644-1830 or 644-3620 for more information.

Ralph Alvarez

- Budget Information – State revenues are declining. FSU had a \$24,000,000 budget cut five years ago and could be facing a \$31,000,000 budget cut now.

Michael Barrett

- OMNI has improved budget reports. The reports are now more "user friendly."
- The OMNI system will automatically process the increases in minimum wage for OPS employees.
- A search is underway for a new director of NWRDC.

Jeff Bauer

- Additional upgrades to the Blackboard system were made during the winter break. Students can register and make fee payments through Blackboard. Before they can use the system, students are required to either list a cell phone number or check a box to "opt out" of the emergency notification system. This way all students have knowledge of the emergency system and the opportunity to utilize it.

Anse Cates

- As of January 8, 2008 FSU's contribution to United Way had reached \$405,000. The University's goal is \$416,000. Finance and Administration exceeded its goal by 25% with a total contribution of \$76,212. The largest contributing unit in F&A was the Facilities Department who exceeded their goal by 28%. Finance and Administration's campaign coordinator, Joanne Mallardi, has done an excellent job with this year's campaign.
- Finance and Administration's Annual Awards Program is scheduled for June 10, 2008 in Andy Miller Hall.

Dan Dayhoff

- The construction on the Chemistry Building and the new Life Sciences Building will be completed in about six months.
- The City of Tallahassee soon plans to increase some utility rates, although we believe our electricity costs will not change.
- The recent frost and cold weather damaged some landscaping on campus.

Joyce Ingram

- Human Resources is preparing for lay-off implementation due to budget cuts.
- The Finance and Administration Executive Staff will receive an email regarding communication plan for notifying affected employees – please provide feedback.

Michael Lake

- General ledger training will be offered by the Budget Office. Call 644-4203 for more information.

Tom Shewan

- Facilities has initiated a voluntary light removal program (overhead lights) to conserve energy.
- Heating and air conditioning problems at the University Center are being investigated.

Paul Strouts

- FSU has acquired the former Florida Highway Patrol Training Facility located on Eisenhower Street. The building will be used for storage. Contact Melanie Welch at 644-7943 if you have storage needs.
- A GPS Tracking System will soon be installed on all campus buses. Initially, this will be used for administrative purposes only.
- There will be a test of the Emergency Alert System on January 17, 2008. All systems will be tested (email, phones, blue lights, text messaging, sirens, etc.).
- Paul Strouts has been named the Interim Director of the Office of Technology Integration until a new director is named.

Michael Williams

- Financial aid has been distributed. The Office of Student Financial Services received over 700 calls due to financial holds on student accounts.
- The Financial Operational Audit will be completed by the end of January.
- W-2's will be printed and distributed mid-January.