

Finance & Administration Directors' Meeting Minutes

Monday, May 23, 2005

Present: John Hurley, Ken Holstein, John Lauer, Bonnie Marie, Collin Orr

May 9 minutes

Approved.

Senior Staff update

- May 16
 - Ken gave an update on I-9s; we don't have proper documentation for 250 employees.

ACTION ITEM: Ken will prepare a list of said employees to submit to the VPs.

- Management retreat will be October 27 and 28; not an overnight event this year.
- Morningside made a presentation; they are hoping to form a partnership with Evergreen
- May
 - Faculty member Stephanie Coontz is getting a lot of national media exposure about her new book on marriage.

Hiring updates

Announcement has gone out for Director of Business Services. The search committee will have its first meeting this week. John Lauer is chair the search committee.

Comments from C & C managers have been submitted to HRS to prepare a draft job description for Director of Computing & Communications. When that document is ready, it will be further vetted with C & C managers and other stakeholders.

Unit updates

HRS (Ken)

- His staff will offer eight half-day training session about the new union contract and new policies to support the contract
- John suggested that Ken ask for time on the Management Retreat agenda to educate managers about the new contract
- Ken is continuing to work with Art and CRC staff to provide CRC passes for all faculty and staff.

Housing (John)

- made a presentation to the Board of Trustees about Housing and the proposed revised rates for next year
- the RFP for a financial advisor has closed, and three parties are interested
- some changes have been made in the summer clean-up schedule that should help reduce overtime

Food Service (John)

- a letter of agreement has been submitted for next year and contract addendum should be ready soon; the block plan will be emphasized

Facilities (Collin)

- interviewing finalists for facilities condition survey
- Parkway roundabout should be done by graduation
- will hire a firm to continue to test dust in occupied areas of the Library where remodeling is occurring
- installation of new carpeting in the Comm Building has started

Business Services (Collin)

- there are two vacancies in Business Services

Miscellaneous (John)

- we need to review the Tacoma lease
- Phyllis Lane is working on a response for bias incidents