

Finance & Administration Directors' Meeting Minutes

Monday, October 24, 2005

Present: John Hurley, Ken Holstein, Bonnie Marie, Collin Orr, Rob Rensel, Paul Smith
John Lauer

October 10 minutes

Under Computing and Communications report, change the second bullet to read, “starting to investigate migration of Banner from VMS to Unix”

Senior Staff update

- fundraising going well; employees will be encouraged to participate
- Les attended a successful alumni event in Denver
- Ken Tabbutt reported on faculty hiring and extended education
- Ken Holstein announced that Nicole Ack has been hired as part-time civil rights officer
- recommendation to remove pay phones was discussed; well researched and thought out and implementation was approved, barring any remaining concerns, which should be forwarded to John Hurley by Wednesday
- management retreat on Thursday and Friday; major work will be on strategic plan and accreditation

DEPARTMENT UPDATES AND ANNOUNCEMENTS

Human Resource Services (Ken)

- working on several employee relations issues
- two staff are out on family emergencies
- arbitration on November 8
- Allen moving forward with additional training

Computing and Communications (Rob)

- Library modernization work and pending moves occupying a lot of time
- computer labs will move the weekend of November 12
- Photo Lab will surge to the 4th floor
- Rob out November 9 and 10 to attend NWACC in Portland
- continuing to work with K-20 to get increase of bandwidth

Housing (John L.)

- bond counsel has been selected – Preston, Gates & Ellis; will meet with rep on Wednesday

Food Service (John L.)

- Aramark starts labor negotiations today

Facilities (Paul)

- architect has been selected for Lab I
- several groups have toured Sem II
- Library Building modernization on schedule for B and C wings
- researching bird flu and will disseminate information
- working with C & C on 911 PBX
- final facility audit due mid November
- Maria's last day October 31; a temp will be hired

Business Services (Collin)

- presented at Washington Financial Aid Association last week in Spokane
- four vacancies in the department
- this should be the last week for state auditors
- Business Services managers will be on retreat November 2
- Budget Coordinators will meet with the VP's tomorrow to discuss the operating budget update and the budget "watch list"

Bonnie

- handed out a list of employees who need to participate in required training; directors will follow-up with their staff
- time of November 4 FAD Supervisors meeting has been changed to allow supervisors to attend the first Staff Leadership Discussion
- notice has been sent for all-FAD event on November 22
- John wants to review the strategic plan at the all-FAD event, and directors should select an individual or group from their department for recognition

John

- inquired about purchase of office supplies – Bookstore vs. off-campus vendors such as Office Depot, Costco, etc. John has been told that Purchasing has advised employees to buy off campus in order to save money. This is counterproductive, because the campus needs to support Evergreen auxiliaries. It is probably not well-known that the Bookstore gives a discount, making them competitive, particularly considering the time spent when an employee goes off campus to purchase supplies. Additionally, the College is liable when employees are off campus on business.

➔ **NOTE – John does not want any FAD employee to drive off campus to purchase office supplies, except in an extreme emergency. It is acceptable to buy: 1) from the Bookstore, 2) from Central Stores or from an off-campus vendor by using a procurement card issued by the Purchasing Office or 3) generating a purchase order. The preference is to give the business to the Bookstore. John would like directors to communicate this to everyone in their department.**

- John advised directors that exempt employees should not submit a leave slip for less than four hours of leave; turning in leave slips for less than four hours may cause the employee to lose exempt status. John expects directors to communicate this to the exempt staff in their department, and directors and supervisors should monitor their employees' leave to ensure this practice is not abused.