

Finance & Administration Directors' Meeting Minutes

Monday, August 27, 2007

Present: Puanani Jeffery, Holly Colbert Joseph, Bonnie Marie, Chuck McKinney, Collin Orr, Aaron Powell, Allen Toothaker, Steve Trotter, Laurel Uznanski

August 13 minutes

Under Chuck, first bullet, change Housing to RAD; second bullet, change RD to RAD; third bullet, change dorm rooms to student rooms.

Minutes approved with corrections.

Budget update (Holly)

- Holly distributed a draft of FY 06-07 year-end recap and department budgets for FY 07-08
- carry forward is down a little bit from last year
- Steve indicated that many commitments are imbedded in the \$523,110 carryforward
- negative operating is down from last year
- John wants to omit the division's negative operating by the end of the biennium
- previously, unemployment was paid from one org., but divisions are once again responsible; we will fund 85% of unemployment costs from institutional reserves and 15% from department orgs
- Steve – we will be submitting a supplemental budget request
- Steve – Library A wing renovation bid opening on September 20

DEPARTMENT UPDATES AND ANNOUNCEMENTS

Residential and Dining Services (Chuck)

- elevator projects are winding down and should be done by Friday, inspected on Tuesday
- B and C renovations are pretty much on time
- this may be his last meeting with us; new director starts September 10

Diversity Institute (Puanani)

- approximately 15 people attended the workshop which included faculty, staff and students from our Olympia and Tacoma campus
- the group discussed working towards institutionalizing campus wide coordination and collaboration for planning, promotion, and production of college special events
- Day of Absence will be February 6 and Day of Presence February 13, 2008
- International Literacy Conference will be the 8th week of spring quarter
- the first event in the diversity series is October 31 featuring Suheir Hammod
- the Diversity Series is being finalized

Human Resource Services (Allen and Laurel)

Allen

- slow-down in openings
- KEY and Gear Up positions have been filled

- beginning to plan for fall training
- three information sessions this week about the new applicant tracking system; training sessions will follow

Laurel

- will begin review of AVP for HRS applications this week
- working on some return to work issues

Holly

- encourages directors to attend the applicant tracking system presentations
- working with Allen on exempt compensation plan; draft should be ready by early October
- will meet with Paul about Longhouse kitchen scheduling

Operational Planning & Budget (Steve)

Senior Staff

- Steve Hunter gave a very positive enrollment update – numbers are up, noteworthy is the number of resident high school directs
- Steve Trotter reviewed the supplemental budget and assignments
- John Carmichael discussed his straw poll findings about management breakfast; most people want the professional interaction and to hear more from the President and VP's on the big issues; John suggests the composition of the management breakfast group be reviewed for possible changes
- we need to improve way-finding and signage before students return to campus
- Evergreen will receive two prestigious awards that have not yet been made public

Computing and Communications (Aaron)

- working on security issues; all employees will need to complete on-line security training
- busy on hiring: Academic Computing, Technical Support Services, Network Services
- TSS busy with surge
- summer institute began this morning
- there appears to be an issue with Academic Computing equipment, in that it may not be fully licensed

Bonnie

- beginning September 10, we will be meeting in Sem 2
- September 13 is the date for the reception for FAD employees who are receiving years of service awards

Business Services (Collin)

- most of Business Services has moved to their temporary locations; TSR will move September 11
- first meeting of the AVP for HRS search committee is on September 7
- Pat Miller and Collin visited Central's and PLU's bookstores
- Katie in Conference Services is leaving to return to college
- we have hired an individual from Morningside who will work ½ time in the Bookstore and ½ time in Purchasing
- new audit procedures will result in more items appearing on the management letter

The Institution as Servant, Question #24: Trust and Growth: The Value of Understanding

- postponed to September 10 meeting