

Finance & Administration Directors' Meeting Minutes

Wednesday, January 4, 2006

1:00 – 3:00 p.m.

Present: John Hurley, John Lauer, Laura Carpenter, Collin Orr, Paul Smith
Rob Rensel, Aaron Powell, Ken Holstein

December 5th minutes

Approved.

DEPARTMENT UPDATES AND ANNOUNCEMENTS

Facilities (Paul)

- completed webinar on preparedness
- continuing to work on summer conference sustainability project
- trial re-org. implemented:
 - Construction – Rich Miles, Supervisor
 - Grounds/Motor Pool – Mark Kormandy, Supervisor
- B-wing, the abatement and demolition will be complete by mid February.
- Lab I – first meeting next week with design committee
- communication language lab supported, waiting for approval
- Ken Holstein is reviewing grounds position questionnaire
- bird contractor on site at the end of the month
- strange odor in SEM II A building, possibly a plumbing issue - not being hooked up properly

Computing and Communications (Aaron/Rob)

- moved into new space by the end of the week
- evaluation process systems project, phase one complete
- Web payment RFP back by the 17th, looking at implementing by April
- looking at construction for toxic, fire suppression system
- budget talks next month for equipment, pro's/con's \$140,000, put on college table

Business Services (Collin)

- Kathleen Haskett will be back from her vacation on January 17th
- Jodi Kirkwood's last day was today, January 4th. Linda Hohman is the new Interim Conference Services Manager.
- Re-writing policies with Maryam's assistance:
 - Alcohol policy draft
 - Space rental policy for Tacoma campus

Human Resource Services (Ken)

- Negotiations will begin in April, reviewing current contract
- Benchmark data:
 - Division/Department heads looking at potential retiree's by 2010
 - 213 possible retiree's
 - 88 will retire in five years

- significant in Academics
- March deadline for alternative process for hiring
- Personal Services Contracts and Bargaining contract work
 - need a process for Personal Services Contracting and receiving extensions late
- reviewing the RFP for Western Washington's applicant tracking system

John Hurley

- Les inquiring about the requirements on the Gates Foundation update from Elliot Kay.
- Motor pool needs two vehicles. Get in early, window for state contracts will close soon, March.

<u>Action Item:</u>	Collin/Laura to purchase ten green vests for students and Facilities staff to wear to hand out flyers for the designated smoking areas on campus.
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Housing (John L.)

- getting information about bond and construction ready for January 11 Board of Trustees meeting
- working on elevator and seismic assessment

Food Service (John L.)

- equipment replacement funded from College reserves
- Food Services meal plan usage:
 - Block meals – 72%
 - Declining balance – 97.5%
- Aramark architects preliminary visit on campus January 11th for CAB pre-design discussions