

# Finance & Administration Directors' Meeting Minutes

Monday October 8, 2007

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**Present:** Sharon Goodman, John Hurley, Puanani Jeffery, Holly Colbert Joseph, Collin Orr, Aaron Powell, Allen Toothaker, Steve Trotter, Paul Smith

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## **September 25<sup>th</sup>, minutes**

Approved

### **Senior Staff Update** (John)

- The Patriot Act was officially adopted
- Discussion on supplemental budget request
- Request will be made to the Office of Financial Management for additional funding for college improvements
- Art reported on the recent Geoduck Union retreat. Topics discussed included:
  - making smoking structures more permanent
  - Printers and Air Quality
  - Sweatshop Labor
  - Gender neutral restrooms and/or family restrooms
  - Emergency Preparedness
  - Flaming Eggplant is expecting to open in the Spring of 2008
  - Late Night Transit service will begin in Spring 2008 (to pick-up from downtown and drop off at the student's residential area)
- Academic's Update
  - Faculty are concerned about the timeline to respond to the Master Plan
  - Faculty hiring for next year is making progress
- Enrollment is doing well
- Focus the Nation event is being worked on by Steve Trotter and is progressing
- Accreditation is on schedule

## **DEPARTMENT UPDATES**

### **Facilities** (Paul)

- SRI Projects were delayed due to surge related work
- Bathroom work needs to be done; 3 contractors came to bid to bring all rooms up to Americans with Disability Act (ADA) code
- Seminar I Annex air quality results were good; communication from the college's Environmental Health & Safety Coordinator will be conveyed to the Annex tenants
- Accessibility is being reviewed near the Longhouse, Annex, and walkway to residential housing
- Building Services is understaffed
- Maintenance is looking for one position
- Information has been sent out to TESCrier regarding trimming fourteen trees

- CAB Remodel planning meeting is under way

#### **Human Resources Services (Allen)**

- There is an increase in recruitment in all areas
- It is anticipated that the Applicant Tracking System will be in operation by November
- Good progress is being made on the exempt salary plan
- HR will be in Seattle for a job fair
- CRC passes have been approved; Laurel will be sending out information on these passes next week
- A new temporary worker has started in HR to assist with leave requests, and other responsibilities

#### **Computing and Communications (Aaron)**

- RFP is being finalized:
  - searching for a consultant to study the college's radio system
  - including other purchases
- Administrative hires are adjusting well

#### **Business Services (Collin)**

- AVP phone interviews have been underway (one more interview is scheduled)
- Bookstore has numerous requests
- Pat Miller, will be retiring next month; information on a farewell reception is forthcoming
- State Auditors are here and hope to wrap-up in November

#### **Steve Trotter**

- November 7th the Governors cabinet will be gathering here on campus to discuss higher education
- Accepting a sustainability award at the Legislature
- Government liaison position is still open and have received 40 applicants

#### **Residential and Dining Services (Sharon)**

- Still at a 100% occupancy
- Looking at options for the Sem II Café:
  - longer operating hours
  - larger food selection
- Insuring open communication between students and up-to-date information regarding the campus

#### **Holly**

- Exempt Employee Town Hall meeting scheduled for end of October
- Working on quarterly salary savings
- Finishing up Emergency response supplemental request
- Received majority of surveys from supervisors i.e. Supervisors Meeting