

Finance & Administration Directors' Meeting Minutes

Monday, September 10, 2007

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

August 27 minutes

Approved.

- John welcomed Sharon Goodman

Senior Staff update (John)

September 4

- Lee Hoemann reported that the August 29 Foundation Board of Governors retreat was productive and successful
- Board of Trustees will meet August 17; trustees will tour Lab 1
- Library Phase 2 bid opening will be at 3:00 p.m. on Thursday, September 13
- Senior Staff went on retreat on August 15 to develop 2007-08 institutional goals
- discussed proposed Appropriate Use Policy; Aaron will be invited to attend a Senior Staff meeting in early October to address questions about the policy
- discussed our supplemental budget request. Paul and Holly will submit to John details for ①C wing basement, ②security on campus, and ③the Center for New Media
- Lee gave a fundraising update
- discussed planning for closure of the Library Building for two weeks next summer for major electrical work
- applications for students of color have increased by 15%; highest group was Asian Americans

September 10

- discussed Convocation and presentation of employee service awards; discussion of supplemental request, which includes \$475,000 to enhance campus safety and communication during crises
- discussion of Senior Staff draft goals; will add language about technology, external relations, marketing, and emergency response planning
- Paul Smith has been invited to make a presentation entitled *Sustainability and the Facilities Master Plan* at the conference of Environmental Education Association of Washington
- Art announced that a former student committed suicide
- Art wants to send a DTF work update to the campus community by October 1
- Holly and Allen will be invited to present an update on the work of the Exempt DTF

Computer replacement schedule

- Aaron distributed a proposed five-year rotation of computer replacement purchases
- the trend is moving toward Apple
- \$1,650 is the replacement cost for a basic CPU; if individuals need or want additional capabilities, their budget will make up the difference

- we should be flexible if someone really needs additional capability but doesn't have the financial resources to pay for it
- except for special circumstances, employees should have only one computer

ACTION ITEM: Directors submit changes to Aaron by October 1
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Disbursement of Equipment and Training Money

- Holly distributed the proposal for 2007-08 and recommended we follow the same disbursement pattern as last year
- we will hold the \$12,935 one-time equipment funds for unforeseen needs
- we will release half the training funds and hold the rest until January
- Aaron indicated that he will need funds for the EDUCASE meeting in Seattle prior to January

DEPARTMENT UPDATES AND ANNOUNCEMENTS

Human Resource Services (Allen and Laurel)

Laurel

- will send out annual memo regarding drug-free workplace
- will send out the 2008 holiday schedule
- working with internal auditor about timekeeping issues in another division
- has been working on a tort claim that is close to being settled

Allen

- recruitment is starting to increase again
- required training will be held on November 16
- plans to use more internal staff and faculty to deliver training
- adding a Positive No workshop
- there will be a training session tomorrow on the new ATS system

Operational Planning and Budget (Steve)

- attended one of the faculty institutes last week; individuals from Saint Martin's University, Centralia College, and SPSCC also attended
- President's staff retreat was last week; reviewed last year's goals and developed next year's goals
- working with the Professional Judgment Committee about graduate fellowship positions

Facilities Services (Paul)

- power outage last week
- bid opening Thursday for Library phase 2
- Lab I progressing well; will be ready when students return
- residence hall elevator project going well
- Library B and C renovation moving along
- has been notified of potential \$50,000 rebate from LOTT
- selected Jones and Jones as architect for Longhouse
- new chiller will be operating in October

Holly

- working with Wendy Endress on the supplemental request
- continuing work with Allen on exempt compensation; will meet with directors about positions in their area

- we will provide funding for three individuals from our division to attend the Faculty and Staff of Color 12th annual conference

Business Services (Collin)

- AVP for HRS search committee met last Friday; position will remain open until September 17; next meeting will be September 28
- accounting will move tomorrow
- working with Steve Hunter about way-finding and signage for new office locations
- will talk with Tom Mercado about an information tent for Orientation Week; will explore using Geoduck Guides to help people find what they need
- working on final draft of re-accreditation sections
- looks like we'll get a clear Foundation audit
- currently has four vacancies in the department

Computing and Communications (Aaron)

- very busy with surge
- Ralph Arnett is leaving
- Network Services position interviews next week
- TSS has hired two staff
- met with printing sustainability work group

Residential and Dining Services (Sharon)

- residence halls open Saturday for check-in
- full occupancy and a wait list

Puanani

- has been working with Allen on job description update project

Bonnie

- reception for FAD employees who are receiving years of service awards will be this Thursday

John

- Aaron as done his self evaluation
- need self evaluations from everyone else except Allen and Laurel
- a few FAD supervisors have not attended the required collective bargaining training; that needs to be done at the earliest possible time