

# Finance & Administration Directors' Meeting Minutes

Monday, September 24, 2007

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**Present:** Sharon Goodman, John Hurley, Puanani Jeffery, Holly Colbert Joseph, Collin Orr, Aaron Powell, Allen Toothaker, Laurel Uznanski

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## **September 10<sup>th</sup>, minutes**

Approved

### **Senior Staff Update** (Aaron)

- Proposed changes on the Appropriate Use Policy were presented
- Storing data capabilities was discussed.
- Dialogue regarding whether faculty and/or staff should be mandated to attend training courses

## **DEPARTMENT UPDATES**

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

- Spending considerable time researching safety and security for campus:
  - Working with Council of Presidents on possible security supplemental
  - Arranging RFP for consultant to review police communication radios
  - Mapping of the campus for emergency services may be requested
  - Door locks from the inside for classrooms is still being discussed
- Completing hire for Network Services Manager

### **Human Resource Services** (Allen and Laurel)

Allen-

- New workshop schedule sent out today
  - 12 seats were open for the Access workshop
  - 8 replies received
- How to Say No and Still say Yes workshop is scheduled for 11/09/07
- Recruitment is active
- Interviews for a temporary position in HRS to assist with leave time will be conducted soon

Laurel-

- Union committee meeting this week Thursday
- The AVP search is progressing

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

- First day of fall quarter has begin
- State Auditors is on campus
- OFM auditors is here

- Reaccreditation is being worked on

### **Holly**

- TESC Talk and TESC Crier is being worked on
- Received comments from the supervisors survey

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

- Waitlist still exists; search is being done to find reasonable accommodations
- Food consulting will review the food service
- Focus on working towards at least 40% organic

*The Institution as Servant*, Item #26 Definitions-will be discussed at next meeting (Oct. 8<sup>th</sup> in Sem II B3105)