

Finance & Administration Directors' Meeting Minutes

Monday, September 24, 2007

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

September 10th, 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. 8th in Sem II B3105)