

## **Finance & Administration Directors' Meeting Minutes**

April 25<sup>th</sup>, 2007

1:00 – 3:00 p.m.

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**Present:** John Hurley, Puanani Jeffery, Holly Colbert Joseph, Chuck McKinney, Walter Niemiec, Collin Orr, Aaron Powell, Paul Smith, Allen Toothaker, Steve Trotter, Laurel Uznanski

**Guest(s):** N/A

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### **April 9th Minutes**

Misspelling of Ken Tabbutt's name is noted and corrected

### **Senior Staff Update**

April 16<sup>th</sup> Meeting -CANCELLED

April 23<sup>rd</sup> Meeting (Collin)

- Ken Tabbutt reported on the educational panel for the Rachel Corrie film is not going to occur
- Preparation for faculty union negotiations are underway
- Jennifer Welch presented an update
- Domestic violence in the workplace was discussed
- 35 stewards have been selected by the faculty union
- Announced that the Faculty Advisory Panel will meet with the VP's, President and Budget Coordinators to discuss the budget
- Faculty proposals under discussion including making summer session a regular quarter and moving to a semester schedule
- Tuition increase approved by senior staff for housing and meal plan rates
- Enrollment update—applications for fall are up
- Emergency response discussed

### **Department Updates and Announcements**

#### **Facilities Paul**

- Wind storm damage has been submitted to FEMA cost is being analyzed.
- Small projects are still being worked in several areas on campus
- Funds from the library phase I will need to be utilized
- Lab I remodel is progressing well
- The McCann Plaza is ready to begin; the duration is expected to be two weeks and will be completed before graduation
- The Housing elevator project is being worked on
- Window washer position is being advertised
- Tina Sweeney is leaving May 4
- 'A-wing' renovation is on schedule

### **Steve Trotter**

- Several alumni are interested in connecting green forest management with the master plan process.

### **Computing & Communications Aaron**

- Busy time of the year in terms of computer replacement and technology purchases across campus
- Financial analysis of C & C budgets are being done
- Adjustments are being made on Tesctalk and TESCCrier to limit participation to people who have an evergreen.edu account. Students who have forwarded their account to another email system, such as hotmail, will be able to participate using the alternate account.
- Vista testing is being done along with the new MS Office suite, a new version of Access will be available later in 2007
- Two-way radio system is in the works for Police Services is almost completed. Exploring different options for the antenna
- Research being done regarding cell tower communication tools

### **Holly Colbert Joseph**

- Implementation of Tesctalk and TESCCrier work group recommendations are underway. This will include a webpage that has a FAQ page, the guidelines for participation and a piece on civil discourse
- Annual security precaution discussed
- List of how training funds were utilized should be submitted to Holly by May 15th

### **Human Resources Allen and Laurel**

- Allen is working on exempt and non-exempt employee list
- 16 recruitments currently open with 4 – 5 beginning soon
- List of temporary employees for the union is being worked on with Ladonna; projected completion time is between 04/30-05/03/07
- Exempt organizing legislation passed – SHB2361
- Phase 4 of the class consolidation is now available on the DOP website
- HRS will provide information to the budget coordinators on the various changes for salary forecasting
- Allen will be analyzing TESC against similar colleges to compare exempt salary status with similar colleges based on approximate size, sq. footage, budget, etc.
- Utilizing IPEDS data to identify comparison institutions
- CUPA data (CUPA on demand) is being looked at for comparison salaries for the exempt salary study

### **Business Services Collin**

- Surge being worked on
- Equipment needs: night box or secure locking box near Sem. II is being considered
- Goals are being worked on
- Cashier II and fiscal tech II have just been hired; 2 position are still open
- Discussion on whether or not to have direct deposit mandatory for faculty and staff employees
- Budget Coordinators decided unemployment costs will be charged to the former employees org effective July 1
- Discussion with Pat Miller and Kathleen Haskett on whether a central store should be housed in the book store is underway

### **Residential and Dining Services Chuck McKinney for John Lauer**

- Hope to close two hiring processes soon
- Planning for summer projects is underway-working with Smith
- Board report being worked on

### **John Hurley**

- Asked HR to compile a list of employees eligible for Service Awards this year; whose eligible for 5, 10, and 15 year milestones
- President's house is up for sale, no activity currently
- Discussion with Collin in the near future regarding the interface between Payroll and HR

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