

Finance & Administration Directors' Meeting Minutes

Monday, February 12, 2007

1:00 – 3:00 p.m.

Present: Holly Colbert, John Hurley, John Lauer, Collin Orr, Aaron Powell, Erin Slone-Gomez, Paul Smith, Steve Trotter
Guest(s): Maryam Jacobs

January 29th Minutes

Approved.

Senior Staff Update

February 5th

- Lee provided a fundraising update.
- Art informed the group that he is working with the Geoduck Union on start up group facilitation issues.
- John H. discussed wiring recharges.
- Doug Scrima joined the group to discuss the recent Admissions Recruitment Plan, a lengthy report highlighting past and future efforts of the Admissions staff as related to enrollment.

February 12th

- Allen joined the group to discuss the Strategic Leadership Program. John reviewed with the FAD Directors' Meeting attendees who was signed up according to Allen's list and who was eligible to go.
- Jennifer Wallace provided a legislative update. Paul and John testified before the legislature last week and John is working with COP about enabling legislation related to exempt organizing.
- Ken Tabbutt provided an academic update including the hiring of three new deans.
- John informed the group that after several discussions new lockdown times for the Library have been instituted, 11:00pm – 6:00 am Monday through Friday and locked on the weekends.
- Aaron joined the meeting to review the IT Assessment Report with attendees.

Baseball

- Meeting attendees discussed the upcoming opening baseball game that Oscar Soule purchases bulk tickets for and the possibility of attending as a group.

Department Updates and Announcements

Computing and Communications (Aaron Powell)

- C&C staff members are working to fill their two vacant positions, Systems Analyst and ITS 3.
- Rob Rensel is working on a review of TSS' service design and delivery processes.
- Aaron is working with COP on possible legislation concerning the registration of databases with personal identifiable information.

Steve Trotter

- Steve is working on fees, recharges and associated processes. He is looking at models offered by other institutions.

Internal Auditor Report

- Maryam Jacobs joined the meeting and discussed her recent presentation to the Board of Trustees and Les. This discussion will be followed by the submittal of a 27 page report she is completing.
- Maryam distributed a draft version of a new charter that defines her role and processes at Evergreen.
- Maryam also shared some projects she is currently working on. About 75% of her time is spent on ethics issues such as computer and staff time usage, conflicts of interest and general corrections of misconceptions about ethics rules and Evergreen policies.
- Maryam also continues to check on issues and departments she has already worked with.

Department Updates and Announcements Continued

Business Services (Collin)

- As of April 1st the College will not be purchasing any more 15 passenger vans and will be removing seats from existing vans.
- Collin is chairing the Executive Associate to the Vice President for Student Affairs position.
- Collin announced that Kim Buechel is leaving which means he currently has four vacancies in his department.
- The combined College and Foundation report will be going to the printer this week.
- Collin solicited feedback from meeting attendees about de minimus computer use especially in publicly accessible positions.
- Collin will be attending the WACUBO meeting in May.

John Lauer

- Financial Aid reported that the allotment for housing and food has gone up and is still more than Evergreen's rates.
- John is working on a plan for food services during the CAB remodel.
- John shared that RaDS was featured recently in the CPJ and the Olympian about their plans for existing murals and the elimination of trans fat respectively.
- There will be no smoking allowed inside Phase 1 and 2 buildings next year.
- John, Art and Ken will be meeting with the union regarding cell phone issues.
- The laundry contract is currently out for bids.
- John will be out traveling much of the next month.

Facilities (Paul)

- Eleven bids were received for the Seminar 2 stairwell project ranging from \$14,000-\$30,000.
- Aaron and Paul have been working on surge plans.
- Testing for the Maintenance Mechanic 2 position will be conducted this week.
- Two bids will be due before the next Board meeting, Lab 1 and the chiller.
- ZGF has been selected as the consulting firm to assist with master planning.
- The signs for the roundabout are in and will be posted soon.

Holly Colbert

- Holly will be releasing the second half of each department's training funds.
- The compensation consultant will be coming on the 28th and the Deans and Directors will have time to meet with the consultant.

John Hurley

- John passed on to Paul that the doors to HR will need to be re-keyed and that a meeting will need to be set up about the Tacoma lease.

- John informed the group that Ken Holstein has submitted his resignation and his last day will be February 28th.

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