

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

Monday, February 26, 2007

1:00 – 3:00 p.m.

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**Present:** Holly Colbert, John Hurley, Walter Niemiec, Collin Orr, Aaron Powell, Erin Slone-Gomez, Paul Smith, Steve Trotter  
**Guest(s):** N/A

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### **February 12 Minutes**

Approved.

### **Senior Staff Update**

February 26th

- Jennifer Wallace provided a legislative update including a discussion about professional staff collective bargaining legislation.
- Senior Staff discussed web upgrades and the structure of Evergreen's site including the possibility of moving some information to an intranet format.
- The Master Plan Consultants attended the meeting.

### **Advantage Employment**

- John distributed resume information for review for two individuals seeking employment at Evergreen through Advantage Employment.

### **WACUBO**

- John informed the group that this year's WACUBO conference would be hosted in Reno, Nevada. Collin and Holly indicated their intention to attend.

### **Department Updates and Announcements**

**Facilities** (Paul)

- Paul expects to receive the 100% design documents for the library by March 7<sup>th</sup>.
- Bids are in for fire retardant work for the PBX room.
- Bids for Lab 1 are due on March 8<sup>th</sup>.
- The walk through for the security access project in Lab 1, Lab 2 and the Arts Annex should take place next week.
- New employee Mike Jaskar recently passed his Commercial Driver's License exam on the first try.
- Significant amounts of student art installation has caused an increase in production requests for Robyn Herring.
- Robyn will be attending a windstorm reimbursement meeting. Evergreen has already submitted our reimbursement requests with associated costs resulting mostly from labor.
- Bids for a new chiller and elevator maintenance contract are due soon.
- Meeting attendees discussed the DCTS studio.

### **Steve Trotter**

- The Budget Coordinators will meet later in the day to continue their work on institutional and divisional reserves and expenditures.
- Steve provided an update on his work on campus internal and external fees.

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

- The Cashnet miscellaneous deposits project is moving fast.

- Collin continues to work on the Executive Associate to the Vice President for Student Affairs hiring committee.
- An accident occurred on I-5 the previous Thursday during a student field trip. The college's passenger van was totaled and several students sought medical attention. Meeting attendees discussed the accident and possible tort claims.
- The final exit conference with the state auditors will take place tomorrow.

#### **Walter Niemiec**

- Walter reported he recently attended a quarterly meeting with other institutions focused on faculty unionization and learned about several very expensive requests put forth at Western.
- Walter has been working with the Faculty Budget Advisory Group who are getting ready to present to their fellow faculty members and then provide feedback to the Vice Presidents.

#### **Holly Colbert Joseph**

- Holly released the second half of the training dollars.
- Holly reminded attendees that the exempt compensation consultant would be on campus Wednesday.

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

- C&C staff members are working on potential issues related to the change in day light savings time.
- The student email project is coming up in March.
- Institutional password changes discussed previously will be moving forward in fall.
- Aaron is working with the Higher Education Coordinating Board and the Council of Presidents on a bill related to contracts and Department of Information Services' resources.

#### **John Hurley**

- John informed Aaron that at the previous Senior Staff meeting a discussion was had about IT staffing resources.

#### **FAD Budget Review**

- Meeting attendees clarified requests for FAD's budget for Holly's upcoming Budget Coordinators' Meeting.

#### **Spring Retreat**

- The upcoming FAD goal setting retreat was discussed and the Directors decided that a full day meeting with the Directors and a half day meeting with the supervisors the following week would be a good meeting format.