

Finance & Administration Directors' Meeting Minutes

Wednesday, January 10, 2007

3:00 – 5:00 p.m.

Present: Ken Holstein, John Hurley, Walter Niemiec, Collin Orr, Aaron Powell, Erin Slone-Gomez, Paul Smith

November 20th Minutes

Approved.

Senior Staff Update (John H.)

- Discussion about enrollment recovery including the possible creation of a M.Ed. program.
- Discussion about limiting email mailbox size which Senior Staff members agreed with as long as those staff impacted would be notified and provided assistance prior to restriction.
- Jennifer Wallace provided a legislative update which included notification of a 100 FTE increase over the next biennium, 25 the first year and 75 the second.

Pre-employment Background Checks

- Ken distributed a copy of the policy which will be sent out to all staff on the 11th with information about why the policy is being implemented. Meeting attendees discussed the policy, how it was arrived at and who would shoulder the associated cost.

Appointing Authority

- Ken informed the group about the work being completed to delineate appointing authority across campus including that termination authority rests with the Vice Presidents.

Power Outage Reception

- Erin distributed a list of staff members who would be invited to a reception on January 19th for review. Meeting attendees also discussed the need to clarify who is required to come to work during an emergency.

Department Updates and Announcements

Business Services (Collin Orr)

- Staff members recently attended an Audit Exit Interview where Evergreen received a clean audit.
- The Annual Financial Report and the Foundation Financial Report will be combined into one document.
- Business Services is currently down three staff members.
- Conference Services is continuing to work on booking reservations for summer and have had one group withdraw due to price concerns.
- Collin has been working with colleagues across the state on risk management. There is a move to phase out 15 person passenger vans in favor of smaller vehicles.
- The college has received its first claim for artwork, an item on loan from a private collection was damaged during a recent storm that caused flooding in the basement.

Facilities (Paul)

- Staff members in Facilities and Housing recently worked together to get a functioning generator ready for Housing in case of additional power outages.

- Chuck Munch has been hired as a Maintenance Mechanic 2 and interviews will be conducted soon for another Maintenance Mechanic 2 hired from an internal only pool.
- The Trades Helper – In Training position hiring is complete and Michelle Holmes has been hired.
- The proposals for Master Planning are due today.
- The Construction Documents are due and then the Lab renovation will be bid out.
- The Grounds crew has been coming in early lately due to the weather conditions. The de-icer has trouble when the temperature dips below 18 degrees.
- Paul is working with the architect on design development for Library Phase 2.
- Paul will send out the surge plan to affected Deans and Directors and then will hold open forums.

Human Resource Services (Ken Holstein)

- Ken distributed turnover data, copies of what was given to the Board of Trustees. Ken will now begin breaking the data down to the department level.
- Crosswalk Stage 4 (Civil Services Reform) will be released for review as implementation is scheduled for July 1st.
- Ken just received the compression report and will be reviewing it with John during their meeting on the 12th and will then share it with the FAD Directors.
- The Service Employees International Union is approaching legislators about enabling legislation for exempt employee unionization.
- HRS is still fielding questions about pay during the power outage.

Computing and Communications (Aaron)

- The PC replacement plan was completed and \$50,000 worth will be phased in early to normalize the rotation schedule.
- Sara Shafer has been hired as Aaron's new secretary. Rip Heminway was hired as the Academic Computing Manager and will begin on January 22nd.
- Aaron expects to receive the Technology Review on the 12th.
- C&C staff members are working on CMS procurement contract negotiations.
- The Department for Information Services recently updated some policies and gave an opportunity for input where members of the Community College system asked about the higher education exemption. Since then there has been a move to un-exempt higher education institutions and Evergreen, along with COP and other institutions, are examining the implications.

John Hurley

- The Vice Presidents are working on a response for the Exempt DTF.