

Finance & Administration Directors' Meeting Minutes

Wednesday, January 19, 2007

3:00 – 5:00 p.m.

Present: Holly Colbert, Ken Holstein, John Hurley, John Lauer, Collin Orr, Aaron Powell, Erin Slone-Gomez, Paul Smith, Steve Trotter

January 10th Minutes

Approved as amended.

Senior Staff Update

- Jennifer Wallace and Les provided a legislative update including notification of an upcoming legislative reception.
- Meeting attendees discussed enrollment strategies.
- John Hurley discussed creating e-mail mailbox size limits.
- Meeting attendees discussed building security, specifically the third floor of the library.

Department Updates and Announcements

Computing and Communications (Aaron Powell)

- Sara Shafer began work as Aaron's new secretary.
- Rip Heminway was hired as the new Academic Computing Manager.
- Network Services is working on the student email project.
- C&C staff members are working on a move to a single sign on and password issues.

Holly Colbert

- Holly reported that \$280,000 of the FAD negative operating budget has been made up thus far and we are on track to recover the requisite \$320,000.
- Holly is reviewing the goods and services and travel budget of each department.
- Holly asked that FAD Directors review the documents she distributed at the meeting and prioritize those lists according to what is already being done and what is tied to the Strategic Plan. FAD Directors will use this information during a work session that will be incorporated into the next FAD Directors' Meeting.

Facilities (Paul)

- The design documents are 50% complete.
- The RFPs for several on call positions have been sent out.
- Steve Craig has accepted a new position and as of February 16th he will only be working one day a week. Paul will be working on the possible creation of a .6 FTE permanent position.
- Interviews for a Maintenance Mechanic 2 will be conducted next week.

Steve Trotter

- Steve informed the group about campus discussions related to enrollment growth, particularly concerning the possible addition of a M.Ed. program and a focus on health sciences.

John Lauer

- New chef arriving on campus next Friday, previous chef left in December.
- Luda Konshin (Resident Director) resigned as of the end of winter quarter.

- John will be reposting the Office Support Supervisor position as he was unable to fill the position last time.
- Housing recently leased a generator.
- There is a hold on the office/shop project due to price concerns.
- John and Aramark staff members are working with the students involved in the creation of “The Flaming Eggplant”, a student-run food service project, who hope to be operational by the upcoming Synergy Conference.

Human Resource Services (Ken Holstein)

- Ken reported on the status of HB 1139, enabling legislation for exempt employee organization.
- At the recent Union/Management Meeting, the union asked for additional compensation for employees who worked during the power outage. The College will not be providing additional recognition.

Business Services (Collin)

- The College recently received a clean audit.
- Collin is looking at potentially hazardous material, art supplies, that have been sold at the Bookstore.
- Collin recently received a question about why the College only offers one exempt retirement plan which was then discussed by meeting attendees.

C&C Review Report

- The consultant review was recently distributed which includes 15 recommendations. (John added that this is required reading for his direct reports.)

John Hurley

- John discussed the compression report and meeting attendees discussed the repercussions of salary changes in their areas.