

Finance & Administration Directors' Meeting Minutes

Monday, January 29, 2007

1:00 – 3:00 p.m.

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

January 19th Minutes

Approved.

Senior Staff Update

January 22nd

- Todd Sprague distributed an article from the Olympian about the President's Residence being sold.
- Steve H. presented information about Evergreen's recruitment plan.
- Art reported that the individuals responsible for the swastika graffiti had been identified.
- Meeting attendees discussed a credit card policy and Art suggested that this is a process the student government could be part of.
- Meeting attendees discussed security issues on the third floor of the Library in light of recent thefts.
- Jennifer Wallace provided a legislative update.
- Steve Hunter gave an enrollment update indicating that the current winter quarter is up 50 FTE from last year but expects the 06-07 average will be 50 FTE down
- Art reported that the Super Saturday Committee had its first meeting of the year.
- Steve Hunter reported that freshmen applications for next year are up 120 from this same time last year. This is a continuation of the recent trend of less transfer students and more freshmen.
- Art reported that Day of Absence is coming up on February 16th and solicited funds from other areas to assist with the cost of events.
- The Sustainability DTF will be working with Les on the possibility of his signature agreeing with a national climate initiative highlighting certain associated goals, many of which have already been incorporated into our Strategic plan.
- Meeting attendees discussed surge planning.
- Meeting attendees discussed the Strategic Plan and Dashboard Indicators.

January 29th

- Jennifer Wallace provided a legislative update.
- Ken T. provided an academic update which including the goal to hire seven new faculty members by this spring.
- Art reported on the student email project and asked that comments be directed to him.
- Steve T. distributed an inventory of campus fees, student and non-student.
- Meeting attendees discussed a recently email from a faculty member about recruitment and retention.
- Decisions about the new academic deans will be made soon.

Purchasing Review

- Kathleen Haskett, Purchasing Manager, attended the meeting to discuss purchasing process and plans for the upcoming year. Kathleen continues to work on roping problem areas as

related to p-card and contract usage and will be putting on several trainings based on customer feedback.

Department Updates and Announcements

John Lauer

- John is part of the work group dealing with the Campus Master Plan and they will be bringing three groups to campus during the upcoming weeks for interviews.
- John is working with Aramark on lease and excise tax issues.
- RDS will be hosting a webinar in February about green residence halls.
- The RFP for a laundry contract is out. This will include machine maintenance, money collection and the inclusion of ADA accessible machines.
- Aramark will be discontinuing their contract with Pura Vida in favor of a contract with Tully's. Part of this contract will include Tully's donating a set amount per pound of coffee to a charity of Evergreen's choice which could include scholarship funding.
- Chuck McKinney was recently appointed Treasurer for NWACUHO.
- RDS is gearing up for a remodel of B and C buildings.
- RDS is working on plans for their modular units such as spaces allocated to the EF program and hooking up to the campus network.

Computing and Communications (Aaron Powell)

- Aaron reported on the release of a new Microsoft Operating System, Vista. C&C will be examining questions/issues around implementation such as its incompatibility with Banner.
- The CMS software arrived and is in the testing phase.
- The estimate for surge wiring was completed and totals \$83,000.
- The IT Review was distributed across campus. Aaron will be having several meetings about the report with C&C Managers and the ITCH group. Some of the concerns he has heard so far include accessibility issues and discussion about the Evergreen website.
- Aaron is working with COP about the possible removal of an exemption for higher ed from DIS regulations.

Business Services (Collin)

- Collin is working with Bill Gilbreath on possible issues during surge.
- Both the W2s and 1098Ts have been sent out.
- Collin attended a BAR meeting last week where some of the topics discussed included Administrative systems, cell phone plans and meals and light refreshment enforcement. The next BAR meeting is in April.

Human Resource Services (Ken Holstein)

- Ken reported on the status of HB 1139, enabling legislation for exempt employee organization.
- Ken reported that WFSE would be assigning a new field representative for Evergreen.

Holly Colbert

- Holly reported that the TESC Talk Review forum would be held next Monday.

Facilities (Paul)

- Paul reported that three firms would be coming to campus for interviews about master planning: SRG, ZGF and Sasaki.
- The Evergreen Parkway project is complete.

- RFPs for on-call positions are out and proposals should be coming in during the next few weeks.
- Staff members are working on the cork floors in Seminar 2.
- Paul reported he has received several questions from community members about the sycamore trees.
- Representatives from the Department of Ecology will be on campus Friday for a visit.

John Hurley

- As the Geoduck House will not be used for surge John asked Paul to let the Olympia School know they could lease the property for one more year.
- In light of recent discussions John reported to the group the surveillance equipment would only be set up with Vice Presidential approval.
- Two groups that submitted proposals for a labor consultant contract will be coming to campus for interviews during the next few weeks.