

# Finance & Administration Directors' Meeting Minutes

Monday, January 30, 2006

1:00 – 3:00 p.m.

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

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## **January 18th minutes**

Approved.

### **Senior Staff Update** (Ken and John H.)

- Update on Les and Lee's trip to Washington DC which included a meeting with legislators about our tribal program and the possibility of expanding beyond Washington State.
- Continued interest from Community Colleges to offer four year degrees.
- Update on meeting with faculty about compensation. The goal is to get up to 75% of the IPED rate (survey done by AAUP), increasing sabbaticals and benefit packages.
- Ken discussed personal service contracts and temporary hiring.
- Les had a meeting with faculty about unionizing and they will be passing out union authorization cards. The organizing is mostly being done by adjunct faculty and they are working with the American Federation of Teachers (AFT).
- After Senior Staff the Vice Presidents met with Steve Trotter and Steve Hunter and discussed the continuation of tuition discounts, the potential downtown space and the fiscal condition of the college.

### **Budget Retreat** (John H.)

- Will be discussing strategic goals and the upcoming budget.

### **Downtown Space** (John H.)

- Met with the Vice Presidents to discuss the downtown space and if it fits into strategic planning.
- If the downtown space is agreed to then the goal is to occupy the space by August and Paul and Aaron will be involved with pre-occupation changes. We may want to contact an architect who will meet with Aaron, the deans and faculty.

### **FAD Supervisors' Agenda** (John H.)

- Facilities will report on what they do, department reports, Ken will discuss collective bargaining and an invitation will be extended to Edie to give a legislative update.

## **Department Updates and Announcements**

### **Human Resource Services** (Ken)

- Working on getting ready to start collective bargaining. Ken and Laurel met with other coalition members to map out issues they want to address and have agreed not to open up articles just to clean up language and to keep supplementals to a minimum. The union has asked to open the

entire contract (which would include the union security article). This will be the last time Evergreen will be bargaining with the coalition.

- The Public Employment Relations Commission (PERC) certified temporary employees and they are now part of the bargaining unit after they have worked 350 hours. The way the contract was negotiated temporary employees will be paying dues with little to no contractual benefits.
- HRS staff will be taking road trips in order to look at applicant tracking programs because our current system is awful. This is preliminary research and when HRS will be looking at demonstrations C&C staff will be involved. Steve asked if Banner or CIS have this ability and it was suggested that when looking at Phase 3 of Banner implementation part of the holistic reflection should include looking at HR capabilities.

### **Steve Trotter**

- Legislative bill cutoff is this Friday and Steve is looking at Smartbuy and utility rate increases. The legislature should adjourn on time.

### **Facilities (Paul)**

- Staff: New assistant, Rishel Gordham, has been hired and will start soon. John Davenport has been hired as an Emergency Response Planning Coordinator. Paul is working with HRS to hire a Custodian, Office Assistant 2, an in training Maintenance Mechanic and to redo several job descriptions.
- Parking lots: The shelter in C lot has been removed and the lights in B lot are out and will be replaced.
- Building and grounds projects: Library Phase 1 is moving along, the Lab 1 renovation team has met. The Fireweed street sign near housing keeps being taken and a version may be available for sale in the bookstore to combat the propensity to steal. A seismic engineer has been selected for Housing. The gate to the Geoduck house is on adjoining private property and Paul will be talking to the owners about it. The President's House is still being used for entertaining. The Keifer house is out of circulation and Paul will be coordinating with McClane to discuss possibly using it for a training exercise. John and Paul will be meeting to discuss a Housing/shop location and an architect will be hired to come up with ideas. The pigeon deterrent system was completed last Friday. There has been progress on the Seminar 2 odor.
- First Aid training will be conducted here and in Tacoma.

### **Housing (John L.)**

- An incident occurred over the weekend which involved several non-students. Two students needed medical attention and one non-student was arrested. The Olympian has called Police Services for information.
- The apartment building roofs are failing which has been exacerbated because of the heavy rain this year.
- Food service equipment is also failing and John will be working on a budget proposal.
- Day of Presence and Day of Absence are coming up and John has been clarifying with staff that if they are attending the events they must notify their supervisor ahead of time.
- Evergreen's new mascot will be unveiled on Friday.
- John thanked the attendees on behalf of the Sustainability Task Force for making time available to present.

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

- Bandwidth is increasing but we haven't reached the maximum yet. This will result in a \$5,000 annual cost increase.

- The Assistant Attorney General has decided that Evergreen falls under the definition of “agency” which means we will have other security measures we will be responsible for.
- Aaron has been meeting with staff to discuss projects in the context of strategic planning. Steve and Collin informed Aaron that money has been included in the capital budget request for C&C to use for small works projects are outlined by ITCH group priorities in 07-09
- The recruitment for the interim staff positions won’t be started for about six months.
- C&C had their second meeting on Enterprise Architecture and had a good, frank discussion about why past projects have failed particularly those conducted between divisions.
- C&C may have an open house.

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

- The bond rating meeting for the entire college will happen on February 22<sup>nd</sup>. The rating is for the life of the bonds and is updated annually. Steve H., John L., John H. and Les will be involved. This option will be looked at for future projects such as the CAB renovation project.
- Collin has been looking at the 05-06 and 06-07 budget adjustments such as minimum wage changes and staff funding.
- New staff have been hired and will be starting within the next few weeks.
- The college has received 3 viable responses from the RFP that was sent out for credit cards.
- The audit is done.

### **Updates**

- Dan Galvin asked about looking at any potential litigation arising from the Library remodel project.
- John reminded the meeting about submitting incoming and outgoing campus charge back information.