

Finance & Administration Directors' Meeting Minutes

Monday, July 17, 2006

1:00 – 3:00 p.m.

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

June 19th Minutes

Approved.

Senior Staff Update (John H.)

- Enrollment is still down, 139 FTE, and may be down as many as 150 FTE at the start of the next academic year.
- Ken Tabbutt reported on the Dean's retreat where they discussed workload parity, the need for increased planning time, smaller versus larger groups making decisions, difficult students, losing two Deans simultaneously and the possibility of having two curriculum Deans.
- Art reported that he is checking with the Assistant Attorney General about ADA Coordinator duties and advice as they move to fill the currently vacant position.
- Deborah Barnett will be leaving the Board of Trustees and will be replaced in fall. Also, two Trustees will be running for office, and if elected, will not be able to remain on the Board.

Department Updates and Announcements

Computing and Communications (Aaron)

- The installation of the new generator in the machine room caused a brief internet access outage, Qwest will be taking steps to prevent this from occurring again in the future.
- Aaron will be attending a Deans' meeting to discuss the Academic Computing assessment.
- The security audit will take place on August 14th.
- C&C staff will be talking to current cell phone providers about Evergreen's access.

Erin Slone-Gomez

- N/A

Holly Colbert

- The Administrative Computing Manager hiring committee finished its work which has been submitted to Aaron.
- The Exempt DTF completed their report which has been submitted to the VP's. After it is submitted Holly hopes to send it out on the Exempt DL.

Human Resource Services (Ken)

- N/A

John Lauer

- John reported back on the conference he recently attended and shared information from select panels.
- The Housing roof project is moving forward and E building will be completed this week.
- The asbestos contractor is 4 weeks behind schedule.
- New kitchen equipment will be arriving in early August.
- John has been reviewing Housing practices with Maryam Jacobs.
- Andrea Seabert will not be returning to Housing which has resulted in a reorganization of existing Housing staff and the addition of an office manager/administrative assistant position.

Business Services (Collin)

- Collin recently met with the architect about the second phase of the Library remodel.
- The Mailroom moved the previous Saturday.
- Business Services staff is working on year end cutoffs.
- Collin will be chairing the search committee filling the position left vacant by Nancy Johns.
- Collin recently worked with staff from the Office of Minority and Woman's Business Enterprises on Evergreen's policy.

John Hurley

- The Vice Presidents' retreat is on July 18th.
- The Refund Policy will be discussed at an upcoming Vice Presidents' Meeting.

Affirmative Action (Paul Gallegos)

- Paul reviewed affirmative action data and the AA plan that was recently updated. As part of this work Paul conducted a utilization review. Noteworthy conclusions include an employment decrease in veterans and staff with disabilities, an increase in staff of color and approximately the same number of women.
- Paul wishes to convey an executive work team who will act as liaisons between their division and HRS/Paul about recruitment, sourcing, affirmative action etc.
- Ken will be meeting with Paul to clarify how many people will be in this group and how frequently they will meet and will report on their conclusion to the FAD Directors Group.