

Finance & Administration Directors' Meeting Minutes

Monday, July 31, 2006

1:00 – 3:00 p.m.

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

July 17th Minutes

Approved with one correction.

Senior Staff Update (John H.)

- Edie Harding has announced that her last day is August 11th. Edie will be leaving to become the Executive Director of the State Board of Education.
- Staff discussed student email and agreed that TESC Talk and Crier should be opt in rather than opt out. Art reported that 680 staff hours are associated with this and, as such, may not be completed until winter or spring quarter. A committee is separately looking at issues around ethics as related to use of various listservs including the admission of outside entities. We are the only institution that allows this and other schools have had challenges in the past with solicitors.
- Evergreen was featured in a recent New York Times article for being one of the nation's "small gems." This article will be forwarded to the FAD Directors.

Follow Up on Affirmative Action Representative

- Ken reported that Student Affairs will have two representatives from the Director level and the remainder will be from other employees. John determined that 2 FAD Directors will be on this committee (Paul volunteered) and that the other 2-3 employees should be sought and nominated from within individual departments.

Department Updates and Announcements

John Lauer

- A large family of migratory bats has taken up temporary residence in the Keifer House.
- A conference attendee recently sought medical care after receiving a large splinter from picnic tables at the CAB. John L, John H., Collin and Paul discussed possible solutions including a staggered replacement schedule and temporary alternatives.
- Housing may be hiring an architect to do some concept work about a new office set up.
- The A Building concept study was completed which included Housing's elevated walkways. The project could cost 1.6-1.7 million dollars.
- Food Service and Facilities staff are working to remedy issues with the campus steam and hot water supply.

Holly Colbert

- Holly recently met with FAD Directors to discuss equipment disbursement funds. Holly asked that Ken send her his training request for Human Resources.

Human Resource Services (Ken)

- Negotiations continue and the negotiating team tasked with benefits recently agreed to percent responsibility denominations for health care costs, a refund a certain dollar amount for union employees and make the 1.6% temporary salary increase permanent.

All of these agreements are still subject to legislative and gubernatorial approval. Paul suggested that an information statement be sent to TESC employees outlining the negotiation process. Ken will consider an announcement of this type after negotiations have concluded.

Business Services (Collin)

- Collin will be chairing the nine member hiring committee filling the Assistant Director of Planning and Construction position. He hopes the committee will be able to bring candidates to campus in September.
- Business Services staff is continuing to work on year end closing deadlines.
- Elliott Kay will be leaving Evergreen on August 9th.
- The mailroom has returned to their former location.
- There have been some recent challenges in Conference Services including space and food.

Steve Trotter

- Steve is working on completing two large projects due September 1st: the biennial budget is due and data for the four year educational cost study. Evergreen is the highest cost per student public college or university in Washington.
- The President's staff will be meeting next week to discuss work duties in light of Lee taking over as VP for Advancement and Edie's departure.

Facilities (Paul)

- There will be a steam shut down from 9/8 through 9/15.
- A van recently broke down in Bend, Oregon.
- The Library Phase 1 project will close out at the end of August.
- The Housing roof project is moving ahead slightly ahead of schedule.
- This Thursday and Friday staff will be vacuuming gravel off of the Library roof.
- Several Facilities staff members recently attended the R25 College Net conference.
- The staff and faculty lounge will be recarpeted by the end of August.
- Facilities is working through issues related to the temporarily installation a chair lift to provide third floor access during the CAB elevator project.
- A new grounds staff member has been hired, one custodian has been hired and reference checks are being completed for two more positions and a Mech 2/Trades Helper in training position will be posted this week.

Erin Slone-Gomez

- Erin reminded attendees about department's upcoming submissions for The Latest FAD.

John Hurley

- A group is currently examining building security as more than \$50,000 in media equipment has been stolen in the last two years.
- The survey of the Evergreen beach was completed and John will give this to Paul to use for work related to the Master Plan.
- The Surge Plan for Library Phase 2 is being discussed this week by the VPs and if accepted public forums will be held to discuss the issue further.

- John will be opening the Special Assistant to the Vice President position soon, most likely as an internal recruitment.
- John asked Paul to pass on to the Emergency Planning Coordinator that he should include information on pandemics in his presentation to Senior Staff.
- The Auditor's Office will be doing a Performance Audit in the next couple of years which may be focused on Food Service, Housing and the Bookstore.

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