

## **Finance & Administration Directors' Meeting Minutes**

Monday, March 26, 2007

1:00 – 3:00 p.m.

---

**Present:** John Hurley, Puanani Jeffery John Lauer, Walter Niemiec, Collin Orr, Erin Slone-Gomez, Paul Smith, Allen Toothaker, Laurel Uznanski

**Guest(s):** N/A

---

### **February 26 Minutes**

Approved.

### **Senior Staff Update**

March 12th

- Rita Pougiales will investigate a recent complaint about an art project on display in the Library lobby which incorporated an American flag.
- Todd Sprague passed out recent articles from The Olympian about Evergreen.
- Steve Hunter announced scholarship readings that week.
- John Robbins joined the meeting to discuss the upcoming play about Rachel Corrie.
- Artee Young will be taking over as the Director of the Tacoma Campus on July 1<sup>st</sup>.
- Faculty recently adopted two resolutions: the first concerns the creation of a process whereby long term visiting faculty can be transitioned into regular faculty status and the second requesting permanent funding for the Day or Presence/Day of Absence event.
- Employee recognition will occur during convocation this year and a committee will be formed to determine the process for future years/celebrations.
- Meeting attendees discussed the possibility of celebrating Veteran's Day on the actual holiday rather than in December. It is likely a campus survey will be distributed some time in the future.

March 26<sup>th</sup>

- The house budget was recently released and some issues concerning Evergreen include: matching funding proposal for minor works from non-state funds (Jennifer and John recently discussed Evergreen's concerns about this topic with legislative staff members), COLA approval, enrollment growth proposals, TRIO funding, the non-inclusion of a utility increase, labor center funding and three studies to be conducted by the WSIPP.
- Meeting attendees discussed the potential need for a fraternization policy.
- Steve Hunter reported that the number of applications in almost all categories is up this year from last year.
- There will be a Senior Staff retreat on Wednesday the 28<sup>th</sup>.

### **Department Updates and Announcements**

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

- There will be a postage increase in May or 2 cents.
- The Bookstore will be selling coffee during periods when Aramark is closed early over breaks.
- The new College Financial Statement has been produced and distributed to Board of Trustees members. This is the first year the statement includes Foundation information and next year Collin hopes to include generic college data.
- Collin is almost done with his work chairing the Executive Associate to the Vice President for Student Affairs hiring committee.
- Collin will be attending WACUBO in May.

- Business services will be releasing a new “combo card” soon which will act as a travel and p-card.

#### **Facilities (Paul)**

- Paul distributed a flyer with new recycling information.
- The fire alarm project will begin this week.
- Work on Lab 1 will begin next week.
- The FM 200 PBX room project will begin this week.
- The Skunkworks leak issue is currently being working on.
- Staff members are finishing up projects in the CRC and Communications building.
- Facilities recently received several good bids for the elevator project in Residential and Dining Services.
- Robyn Herring and Clifford Frederickson will be meeting with FEMA on Thursday about windstorm damage.
- Robyn will also begin monitoring the air in the metal shop after several recent complaints.

#### **Walter Niemiec**

- Walter will be meeting with Holly, Steve and Aaron about the IT budget process.

#### **John Lauer**

- John and staff are relooking at seismic issues as more work may be required than initially anticipated.
- Aramark is proposing to increase food plans by about 11% next year and room rates will be up approximately 5%.
- John informed the group about the current discussions on a joint greenhouse partnership between Aramark and the Organic Farm.
- John’s last day is June 15<sup>th</sup> and Art plans to begin a search soon for his replacement.

#### **Human Resource Services (Allen Toothaker and Laurel Uznanski)**

- HR had a staff retreat last Wednesday to discuss goals and upcoming projects.
- Laurel will be working with John and creating appointing authority language for the BOT.
- HR is working on two grievances at the moment.
- Required training will take place tomorrow.
- There are currently 20+ recruitments open and 27 pending.

#### **John Hurley**

- Aaron is getting ready to put up a Banner splash page.
- John requested that any nominations for a background check committee be forwarded to him.
- John and Paul need to work on the Tacoma lease. Paul will put together a meeting.