

Finance & Administration Directors' Meeting Minutes

Monday, April 10, 2006

1:30 – 3:00 p.m.

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

March 27th minutes

Approved with one alteration.

Senior Staff Update (John H.)

April 3rd (Ken):

- Les discussed his meeting with the Council of Presidents about enrollment and high school projections.

April 10th (John)

- Ken Tabbutt provided an update from a recent faculty meeting where 7-8 resolutions were passed, many of which were about salary, and the faculty also discussed campus construction.
- This year's Super Saturday (June 17th) conflicts with the Freemont Fair, however, this hasn't caused a decrease in the number of vendors.
- Ken H. provided an update about collective bargaining.
- The enrollment count for the Gray's Harbor program is low and many students are commuting from Olympia.
- The committee looking at the Smoking Policy completed a revision that was sent to Senior Staff for consideration. Senior staff discussed the policy, made suggestions and will return the policy to the committee.
- The Student Government Initiative passed and Art will be taking the students involved on a retreat to work on next steps.
- Ken discussed the Employee Recognition event, a barbeque, will be held on May 24th. Ken has requested that on May 23rd each division hold a separate event where they pass out service awards. During the summer bands will play on Thursdays.
- The Vice Presidents met after Senior Staff to discuss possible tuition deadline changes and the drop in transfer students.

Collective Bargaining (Ken)

- The first negotiation meeting was delayed and will now be on the 27th. The first proposal from Evergreen is due by the end of May. There was a discussion about what staff members attend negotiations and Ken clarified which union members are part of the negotiating team.

Executive Order (John)

- There was a discussion about Executive Order 05-01, which lays out sustainability and efficiency requirements for state agencies. (Higher education participation is optional.) This is an opportunity for Evergreen to take an educational leadership role as we have one of only two state LEED Gold Buildings. The Office of Financial Management will be coming out to tour Seminar II.

Department Updates and Announcements

John Lauer

- Aramark would like to provide catering off campus and will be asking for an exception to the contract to do so.
- Housing lost 12% of its residents between winter and spring quarters and many students who moved in during spring have more than 40 credits and thus were not required to sign up for meal plan.
- Staff is still working with Aramark on a kitchen shut down arrangement.
- Aramark has several special events coming up including a roll your own sushi night.
- Housing is considering a possible name change to Residential and Dining Services.
- May 10th is Freshman Advising Day.

Computing and Communications (Aaron)

- The contract negotiations with Cashnet for web payment have been completed.
- Technical Support Services and Academic Computing Staff are busy with the start of spring quarter.
- C&C staff is working on the security audit, which will be completed before October, and the RFP for Peer Review.

Bonnie Marie

- Bonnie is working on the All FAD Meeting, which will take place May 31st.

Facilities (Paul)

- The next CAB remodel meeting will be next week where staff will be presenting preliminary ideas.
- Facilities staff is working on the next phase of the Library remodel and trying to reconcile the space requests, which include significantly more square feet of office space.
- The Housing roof estimate was completed.
- The preliminary survey of the College's property by Cooper's Glen was completed and several trees will have to be removed.
- A request for a new dishwasher will be folded into a request for kitchen equipment from reserve funds.

Steve Trotter

- The Sustainability group is working on finalizing their report that should be ready for the Strategic Planning Committee's next meeting.
- Steve shared the Strategic Fiscal Management Strategy for the 05-07 Biennium and attendees discussed reserve fund projections.

Human Resource Services (Ken)

- Working with C&C staff, HR is finishing up the review of applicant tracking systems. Ken will work with Steve on including a position control system. John H. requested that the need for a budget control system be kept in mind during this process.
- Allen Toothaker is finishing the creation of this year's Summer Institute, which will be sent out within the next week or so.

Holly Colbert

- Holly is continuing to work on the charge back issue and researching policies and their history across divisions.

Erin Slone-Gomez

- Erin is working on the FAD Goal Setting retreat, which will begin at 8:30 on Friday the 21st.

Announcements

- The last half hour of the next FAD Directors' Meeting will be spent getting a tour of Happy Land.