

# Finance & Administration Directors' Meeting Minutes

Monday, May 8, 2006

1:15 – 3:00 p.m.

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

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## **April 24th Minutes**

Approved

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

- May 1<sup>st</sup> Senior Staff meeting was canceled.
- Aaron presented information about the Technology Peer Review Plan.
- Ken Tabbutt reminded attendees that Freshmen Advising Day is coming up on May 10<sup>th</sup>.
- A petition has been submitted to PERC for a faculty union election. Next steps will include determining who is eligible to vote and Les will be sending out an email to the campus community soon about this issue. John reinforced the need for management to maintain “laboratory conditions” during this period, meaning there must be no interference with the process nor relevant changes made that were not already scheduled to take place.
- Senior Staff looked at questions from the space management committee concerning Library building construction and surge related issues. John asked Paul to send him a timeline for the project as well as outlining the benefits of surging in one move versus more prior to the Vice Presidents’ meeting the next day.
- Steve Hunter provided an enrollment update and relayed that the situation has not changed from the previous meeting.
- Lee Hoemann discussed the Patriot Act Policy
- Ken provided an update on collective bargaining.

### **Review of Equipment and Training**

- Holly provided attendees with a two year breakdown of equipment and training costs. Equipment costs were not consistent between the two years while training costs were.
- It was suggested that C&C would be allocated funding for computers for the entire division and would be responsible for purchasing new equipment on a preset schedule.
  - Aaron would like to inventory all the computers in FAD first.
  - Holly, Collin, Aaron and Paul will meet to discuss this idea and make a recommendation.
- Collin suggested that C&C have laptops for administrators to check out as the ones available from Media Loan are typically very old and in a state of disrepair.

### **FAD Supervisors Meeting**

- Nancy and Paul will discuss the CAB renovation project. (15-20 minutes)
- John Lauer will discuss Housing projects including bonds. (15-20 minutes)

### **All FAD Meeting**

- The save the date notice went out that day and Directors can recognize more than two staff members if they want but they should keep the number small.

## **Space Scheduling List**

- John distributed a list from Paul Smith and Space Scheduling that included annual non-academic events such as the Holiday Lunch and asked attendees to add any events that may be missing.

## **Department Updates and Announcements**

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

- The committee for the Administrative Computing Lead position met for the first time today. There have been some applications but not as many as Aaron was hoping for.
- Aaron informed the group about an individual (possibly not a student nor employee) who is using the computer lab late at night to download music and movies.

### **John Lauer**

- John and his staff are continuing to work on a contract for June clean up.
- John is working with Sheryl Dorney to update the policy related to food service and asked attendees what the process is for updating a policy.
- John reminded everyone that Freshman Advising Day was that Wednesday.
- Housing projects including seismic retrofitting, elevator replacement and a joint Housing/Shops area will all be presented to the Board of Trustees.

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

- The Web payment system will need unexpected work related to feeding information to and from Banner.
- Staff is working on an RFP for a Foundation auditor.
- Business Services staff is working with Lee Hoemann to correct discrepancies between policies and what is posted on the web.
- Collin attended a BAR conference (Budgeting, Accounting, Reporting) with several members of his staff. The conference was very productive and Collin and his staff learned about issues state wide including that the state is working on a payment card security policy right now.
- Corporate Express will be backing out of its contract with the state as of May 17<sup>th</sup> and the new contract is with Office Depot.

### **Bonnie Marie**

- Bonnie reminded attendees about the Alumni Event, the Greener Oasis, at the upcoming Super Saturday.

### **Steve Trotter**

- Steve informed the group that Smart Buy has not resulted in savings for Higher Ed yet.
- Steve will be working on sending personnel/payroll data to OFM.
- The 1.6% increase coming up this year is only one time for all employees except non-represented higher education employees.

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

- Ken provided attendees with an update on collective bargaining.
- Ken informed the group that a recommendation about applicant tracking systems should be done by the end of May and Ken will then bring the recommendation to the FAD Directors Meeting.

### **Facilities (Paul)**

- Paul informed the group that his current recruitments for Custodians and a Gardener are going well and that a number of applications have been submitted.
- GA staff attempted to remove the graffiti from Seminar 2 which helped but was not completely successful and staff will try other methods.
- Some students built a tool shed without permission which will need to be removed.
- A student staff member will be mapping ad hoc campsites in the forest and another student recently searched the forest and found a significant number of syringes.
- The schematic design for Lab 1 has been started.
- Paul will be out next Tuesday-Friday at an Energy Conference in Wenatchee.

### **Erin Slone-Gomez**

- Erin reminded attendees about their staff submitting information for the spring newsletter including any employees who may be graduating.
- Erin also reminded staff to please review the notes from the Goal Setting Retreat so they can be shared with the FAD Supervisor Team.
- Erin also reminded everyone to please let her know when staff in their areas are leaving so that, if appropriate, a recognition plaque can be made for them.

### **Holly Colbert**

- Holly recently attended a WACUBO conference in Spokane and shared that the conference included interesting sessions about leadership and risk liability.
- The Exempt DTF is looking at guiding principals, topics for a survey and if a group is to be created what it would look like. Holly commented that Allen Toothaker has been particularly helpful.

### **John Hurley**

- John informed the group that the VP's had met concerning purchasing equipment for Food Services and had decided that borrowing the money internally, from another Evergreen account(s), would be preferential and if this wasn't possible to borrow money from the State Treasurer.
- The VP's are discussing possibly increasing copy charges.
- John informed the group that when the Seminar 2 settlement money come in that two different checks would need to be sent ASAP.