

Finance & Administration Directors' Meeting Minutes

Monday, May 22, 2006

2:30 – 4:00 p.m.

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

May 8th Minutes

Approved

Senior Staff Update (John H.)

- The media group presented before Senior Staff about work they have been completing and requested additional funding.
- The Diversity Fund presented before Senior Staff about their work and requested a funding increase from \$20,000 to \$40,000.
- Individuals involved with the compost project came and presented before Senior Staff and updated attendees about process involved with composting including their work with Aramark.
- Steve Hunter provided an enrollment update and Evergreen is still currently down 100-150 student FTEs.
- John distributed copies of a list of Governance Committees that he received at the Senior Staff Meeting and asked FAD Directors to review the list and participate as appropriate.
- Ken provided information about the Employee Recognition event to Senior Staff. John suggested that recipients of the service awards be called to be reminded that they would be receiving an award. Ken informed the group that in the past this event has had an approximate 30% turn out rate.

Chronicle of Higher Education

- In order to prevent redundancy, the group was polled to determine who subscribed to the Chronicle of Higher Education. John H. has a subscription he circulates amongst his direct reports and Collin has a subscription he shares with his staff.

Children at Work

- Ken reported that during the most recent IPOC conference call he asked other institutions what their policies are. Central and Washington State reported that they both have policies explaining that children are not permitted at work. The other institutions did not respond.
- Paul explained that in his area he has not allowed children at work because so many of the work areas are too dangerous and that it would be unfair to have a different standard for office staff. If an emergency arises the employee would ask their supervisor for permission who would in turn ask Paul's permission.
- It was decided that a policy would exist for FAD that children would not be allowed at work unless an exception must be granted for emergency purposes.
- In relation to this issue attendees discussed Bring Your Child to Work Day (BYCTWD). Ken explained that there would be an event this summer. Two years ago BYCTWD had been moved for Washington state only, from the national day, as it conflicted with WASL testing. WASL testing has since been moved in order not conflict with this day. John H. emphasized doing something next year, on the national day, for this event for the division and ideally for the entire campus.

Training and Equipment

- Holly, Aaron and Paul met to discuss equipment funding and suggested that most of the funding would be given to C&C's budget and the remainder to Facilities'.
- Barbara Caswell and Bob Worley will be conducting an inventory of computers across the division.
- In the past, available funds for training fluctuate based on whether those funds exist to release.

Employee Recognition Event

- The group discussed who would be receiving events, to ask award recipients in their areas to attend and who would be MCing the event.

All FAD Event

- The event will take place on May 31st in Seminar 2 C1107.
- Bonnie reminded FAD Directors to please submit their department's goals for the meeting.

Department Updates and Announcements

Facilities (Paul)

- Paul reported back that his conference in Wenatchee was attended by general government and school district staff and offered informative presentations.
- Facilities staff continue to work on filling vacant positions.
- Facilities staff are working to remove the graffiti from Seminar 2 at a cost of approximately \$10,000.

Business Services (Collin)

- Sharon Nagle has been promoted to a Buyer 1.
- The credit card cost distribution is moving forward.
- Business Services staff are working on a risk management report for employee bonds.
- The Bookstore is completing an inventory which will show any shrinkage or theft.
- Collin is working with Paul and Nancy to write a Minority and Women Owned Business Enterprises policy.
- Collin is researching telework and taxable fringe benefits. He is contacting the other four year institutions to find out what type of policies they have as related to telework.

John Lauer

- John is working to combine housing and food contracts next year into a room and board plan.
- Housing received two bids for June clean up work.
- John is working on a contract extension with Aramark.

Holly Colbert

- Holly reminded attendees to please complete the Community Survey that was sent out via email earlier in the month.
- Holly and the Budget Coordinators are in the final stages of the preliminary 07-09 budget and she hopes to send out information soon.
- Holly reported that they have received 11 applications for the Administrative Computing Lead position and hope to bring candidates to campus the week after graduation. There is at least one internal candidate.

- The Exempt DTF is moving forward and Holly will be in touch with various departments to arrange a time for she and Allen to come talk to exempt employees.

Bonnie Marie

- Bonnie is working on Super Saturday and the Alumni Event, the Greener Oasis, which will be an event at Super Saturday.

John Hurley

- John informed the group that the VP's had approved a rate increase for copy charges.

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