

Finance & Administration Directors' Meeting Minutes

June 4th, 2007

1:00 – 3:00 p.m.

Present: John Hurley, Puanani Jeffery, Holly Colbert Joseph, Chuck McKinney, Collin Orr, Aaron Powell, Allen Toothaker, Laurel Uznanski

Guest(s):

Absent: Paul Smith

May 21st Minutes

Corrections made to adjust present status for Holly as absent on May 21st, guest name was misspelled has been corrected from 'Joes' Gross to 'Joe' Gross. Under Sr. Staff update May 14th corrected abbreviation from 'CAD' should be 'CAB'. Also, under Steve Trotter first bullet not 'Past' corrected to 'Pass'

Senior Staff Update

June 4th Meeting

- Art reported on the recent student election:
 - late night bus service passed
 - Student run café, Flaming Eggplant has passed
- At a recent meeting regarding faculty negotiations it was agreed that the 1.6% salary increase would continue for faculty
- Carbon neutral work and research is being done by a senior graduate student.
- Maryam will be taking a closer look at how overtime is reported.
- Advising Day preparedness was discussed
- Conflict of interest proposal is being reviewed
- Science carnival was a great success
- TESC has 432 students studying aboard

May 29th Meeting

- Super Saturday planning is in full swing
- Transitioning to mandatory 'evergreen.edu' e-mail accounts for students is going well; only 9 students out of 2,379 have not activated accounts.
- A 12% increase in enrollment is continuing to do well.
 - MIT has 1 or 2 spots open
 - MES has a couple spot open
 - MPA is closed for fall applicants
- Discussion on the use of campus facilities by off-campus groups

Department Updates and Announcements

Computing & Communications Aaron

- Reviewing construction documents for Phase II of library remodel.
- Reviewing construction documents for Phase II of library remodel.
- Applicant tracking software is beginning to be implemented which involves a review process.
- Network Services is in the middle of a project where the Banner database and programs are being transitioned over to new technology; where new servers and computer language will be applied, a process called 'rehosting.'
- Meeting with ITCH regarding strategic plan using the wiki format. These meetings are twice a month.
 - One meeting for strategic planning
 - One meeting for general discussion

Facilities Paul (absent)

-
-

Human Resources

Laurel

- There were approximately 50 participants for new union contract training
- Faculty union negotiations are under way-Next meeting is set for June 10th
- New area representative for the union is Dave Pardy
- DOP documentation is forthcoming

Allen

- There are numerous job openings
- Contract training going on; new contract effective date is July 1st
- Summer institute for staff will be in full swing-for more information more information can be found at the HR website.

Residential and Dining Services Chuck

- On June 16th all students should be vacated from the dorms for the summer
- Accreditation project is going good
- Elevator maintenance is in progress
- The sprinkler project is continuing to move forward
- Two hiring positions are open
- June 1st is the deadline for housing applications: this is looking good; there seems to be more freshmen verses returning students, there is consideration to extend deadline for returning students
- Asbestos Contractor for B and C building was conducted a walk through this week in preparing for work that will start on Monday, June 18th.

Business Services Collin

- Working with Bill Zaugg is working on the Form B's
- Students approved 2 new fee increases however; collection of these fees has not been discussed with Business Service.
- Surge in preparation for Phase II is doing fine
- Description regarding new state contribution for new students is being reviewed

- Working with Morning Side to hire a supportive employment position

Holly

- Review and working on Form B's following Collins & Bill's work
- Serving on search committee for Director of Residential & Dining Services position
- Still working on final components of Tesctalk guidelines

John Hurley

- Self evaluation is being worked
- Employee Recognition will occur at Convocation, a representative on the convocation planning committee is Scott Sullivan of HR.

DRAFT