

Finance & Administration Directors' Meeting Minutes

Monday, June 5, 2006

1:00 – 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

May 22nd Minutes

Approved

Senior Staff Update (John H.)

- Sharon Harrison shared an update on fundraising which has increased by 30% as a result of Evergreen being up in all fundraising categories.
- Walter shared AAUP data showing that Evergreen faculty is in the 24th percentile. We may be asking for a differential pay increase from the Legislature.
- Don shared information from the Provosts' Meeting including a discussion about opening a four year institution in Skagit County and partnering with Everett.
- John reminded Senior Staff about the non-academic event list from Facilities and they requested additional copies. (Paul will be sending them the list.)
- Ken Tabbutt discussed Library Phase 2 surge and his concerns about timing, classroom space, etc. There will be a plan for moving by fall which may be complicated by the recent passage of the CAB vote. John shared that the vote tallies were 645 yes, 512 no, 312 for plan A, 215 for plan B and 562 for plan C.
- Steve Hunter reported that we are still 150 FTE down for next year and FAD will need to begin talking about belt tightening. John is not interested in laying people off and all measures should be taken to prevent this. FAD is 30-35% of the budget. John also believes that this won't be a one year problem.
- The recent faculty union contract at Eastern resulted in a 10.7% increase in compensation over two years.
- Don is meeting with the faculty agenda committee to discuss enrollment and wrote an explanation which John will send to the FAD Directors.

Department Updates and Announcements

John Lauer

- The roofing project, which will be completed in stages, has begun this week. Construction on one building had to be started in spring due to especially heavy rain fall this past winter. If anyone should hear about complaints John asked that they be directed to Housing staff.
- Housing had their end of the year block party this week.
- One of the first conference groups for the summer season came the previous weekend and had some complaints about catering that John will be working to address with Sheryl and Aramark.
- John is working on the RFP for \$200,000 in new kitchen equipment.
- John is finalizing next year's agreement with Aramark.
- The company decided on for June cleanup has done previous work with the college in the Library.

Erin Slone-Gomez

- Erin informed the group that a consultant had been hired to examine Evergreen's beach to determine the feasibility of geoduck or other shellfish farming and that work would begin graduation week.

Steve Trotter

- Steve is working on finishing the budget to present to the Board which will include a request for a core support funding increase of 10%, a 50 FTE enrollment increase for the second year of the biennium and salary increase that is separate from the 10% increase that will be addressed in narrative format. Steve believes enrollment rates will be a major issue in the Legislature this year.
- Steve also pointed out that the \$5.75 credit increase occurring from the student CAB vote will increase the cost of attending Evergreen which will be particularly important when trying to stay within the market parameters for graduate and out of state students.

Computing and Communications (Aaron)

- The new online student evaluation system went live last week, it will be stress tested the next week and the results will be analyzed the following week.
- C&C staff is working to keep the web payment process moving according to the timeline.
- The Academic Computing team is working on finishing up testing three alternatives for a system to replace our free Blackboard subscription which will need to be ready by this fall.
- Staff is working on equipment infrastructure needs for the DCTS which will be determined by what the school wants from the space.
- Aaron will be at the NWAC conference in Portland Wednesday – Friday that week.

Facilities (Paul)

- The RFP for new dishwashing equipment is off to a slow start as neither bidder completed all of the questions.
- Phase I of the library construction is still on schedule to be completed by the middle of July.
- The Lab 1 construction project is moving along.
- The SRIs for this year are almost done and approval has been granted for next year's list. Bids will be asked for this month for the projects at Driftwood/Overhulse and the south end of the Parkway. Bonnie asked about the construction that is happening near Cooper Point and Paul will find out who the contractor is and notify them of Graduation and Super Saturday.
- ESCO will be finishing their proposal within 60 days.

Holly Colbert

- The Admin Computing Manager hiring committee met and will be having on campus interviews, including an open forum, the week after graduation.
- Holly is working on the 06-07 budget.
- The Exempt Staff DTF is moving along, Walter has drafted a report and Allen or Holly will be meeting exempt staff soon to solicit information.
- Holly will be out the 13th through the 16th.

Walter Niemiec

- Walter informed the group that the reaccreditation process will begin soon, finishing in August of 2008 which the Provost will be overseeing. Walter asked, and John agreed, to use this standing meeting time to discuss and work on reaccreditation including understanding the standards used and who will work on each section. Walter will be discussing the standards at the next meeting on June 19th.

Human Resource Services (Ken)

- Ken and Laurel will be spending six of the next eight days in negotiations. Eighteen tentative agreements have been formed so far and two issues are proving particularly contentious.
- HRS staff is working on an RFP for applicant tracking.
- The Gender Identity and Expression work group is finishing their draft recommendations.
- Ken and Nicole will be meeting with the Vice Presidents to discuss criminal background checks.
- The Public Employment Relations Commission (PERC) determined in January that all temporary employees who work more than 350 hours will be in the union and must pay union dues accordingly. Currently there are 11 temps that meet this threshold. HRS will report to the union when temporary employees reach the 350 hour mark and the union will be responsible for notifying the employees.

Business Services (Collin)

- Collin reported that the top two candidates for the Conference Coordinator position have withdrawn from the search. Conference Services had their open house last week which went well.
- There will be two upcoming vacancies in the Bookstore. The recently completed Bookstore inventory showed a number of discrepancies which will be further examined. There will be a change in Bookstore hours for this summer, 8:00 – 5:00, Monday through Friday rather than reduced hours on Friday like previous years.
- Collin is working with Susan Musselman to get ready for possible bonding for the CAB project.
- Business Services staff is working to prepare for year end.
- Collin will be sending draft revised policies to Paul and Maryam.
- Collin shared that he received a very nice call from a parent about Brandon Reed, a new staff member in Student Accounts.

Bonnie Marie

- Bonnie will be moving to Alumni Relations the following Monday and Scott Pinkston's last day will be June 20th.

John Hurley

- John suggested that Directors read the latest version of the Strategic Plan (May 15th) especially in light of a possible decrease in funding.
- John and Paul met with someone who had done consulting work previously for Evergreen about zero impact storm water and suggested that this might be worth adding to Evergreen's sustainability efforts.