

Finance & Administration Directors' Meeting Minutes

June 18th, 2007

1:00 – 3:00 p.m.

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

June 4th Minutes

Correction made under Human Resources-Laurel; Next meeting is set for June 14th not June 10th.

Senior Staff Update

June 11th Meeting

- Maryam is reviewing payroll records; she will be looking into this closer in all departments; she has completed her work with facilities.
- Lee Hoemann reported that fundraising is going well
- Graduation and Super Saturday was terrific this year thanks to a great team working collaborately. Special thanks to Collin for handling parking during Super Saturday event.
- Enrollment remains strong.
- The Master Plan is looking good
- Ed Sorger presented the mapping system used in k-12 system for responding to emergency situations.

June 18 Meeting

- No senior staff meeting

Department Updates and Announcements

Computing & Communications Aaron

- HR applicant tracking is making progress; reporting structure is being worked on by vendor who has 1 more week to work on developing custom reports
- E 911 contract is being worked on
- Ron Rensel is leaving TESC; August 3rd will be his last day.

Facilities Paul

- CRC renovation is going on.
- Working with Todd Sprague to create an information kiosk for the parkway.
- Certificate for Occupancy for the Library Phase I has been issued; library I is doing great.
- DCTRS will bid separate from phase II.
- There were no bidders for the Fire alarm panel in Residential & Dining Services; in Feb. 08' the bid will be posted again.
- A-wing furniture and equipment inventory is underway.
- Lab I is going well.
- Robyn Herring is working on lots of workers comp claims.

Department Updates and Announcements (cont.)

Facilities Paul

- The switch gear needs to be replaced in order to get occupancy certificate for A wing, which will require shutting off electricity to A, B, & C wing for 2 weeks. This time next year looks like the best time to do this.
- Emergency generator will be looked at for repair or replacement.

Human Resources

Laurel

- Working on 1262 which may require some policy revisions.
- An allocation review has been appealed to DOP.
- 2nd round of contract trainings is underway.

Allen

- There are currently 16 job postings.
- He is becoming familiar with salary survey tools
- One more workshop has been added to the Summer Institute workshop.

Business Services Collin

- There is a new accounting firm, Frost & Co. working on the foundation audit.
- BS is gearing up for year end. There has been a rush of year-end spending.
- Evaluations are still being worked on.
- Proposal to purchase new has been submitted.
- Re-writing van policy for summer.

Budgeting-Holly

- Working and preparing for new fiscal year; specifically updating Form B.
- Working with Julie Slone on the Longhouse Users group; working specifically on the kitchen including scheduling, regular maintenance, and identifying necessary equipment.
- Working on shifting responsibility for the college's Quest listing to College Advancement.

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John Hurley

- Self evaluations is done and has been sent out
- Classified employees evaluations need to be completed.
- This fall FAD will need to reprioritize issues with budgeting.
- The end of July through early August John will attend a workshop at Harvard University

Puanani

- Anyone who wants to add to the upcoming FAD newsletter will need to submit it as soon as possible

Upcoming Absences:

Aaron: June 19-22; July 30 – Aug. 3
Collin: June 25-29
Laurel: July 5-20
Paul: July 13-18; Aug. 14-27
John: July 23-Aug. 3