

## **Finance & Administration Directors' Meeting Minutes**

July 2nd, 2007

1:00 – 3:00 p.m.

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

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### June 18<sup>th</sup> Minutes

Corrections: under Facilities the 3<sup>rd</sup> bullet is not Library Phase I should be Lab I and 4<sup>th</sup> bullet not DCTRS should be DCTS. Under Business Services the 4<sup>th</sup> bullet should be omitted completely. Also, under Budgeting Quest listing should be Qwest.

**Senior Staff Update**-No recent senior staff meetings

### **Department Updates and Announcement**

#### **Facilities – Paul**

- Lab I is on schedule
- DLR is negotiating fee and should ready in a couple of weeks
- Numerous projects have been completed
- There will be fire alarm testing conducted late July and early August
- Preparation work is being done for the new chiller
- Work on the housing elevators will be completed before students move in for the fall
- Repair work on B & C wings duct work is completed
- Site prep of the field is on schedule
- The Longhouse RFQ was sent out for comments to Campus Stake Holders

#### **Business Services – Collin**

- Conference Services was very busy last week; summer schedule will be slower similar to the past summer seasons
- Collin will be working on Form B's for Advancement
- Washington State is close to finishing cell phone policy
- Close out for books is next week
- Annual department picnic is set for July 20<sup>th</sup> @ the Geoduck Beach
- Heard back from AG on renting vans to other agencies

#### **Residential & Dining Services – Chuck McKinney**

- Elevator work is progressing well
- The asbestos removal project is making progress; B wing will soon be completed and the overall project should be completed by September
- The planning stage for the Flaming Eggplant project is doing well
- Aramark will send the money for the greenhouse to the Foundation

### **Steve Trotter**

- Preparation for faculty negotiation is being done.
- Focus the Nation preparation work is underway; forum is set for January 31<sup>st</sup>
- Policy and ecology representation from the State of Washington were here to encourage collaborative work with higher education. The next quarterly meeting will be held at TESC with 40 agencies participating.

### **Computing & Communications – Aaron**

- TSS is reviewing last years computer replacement program for FAD
- Gateway will be changing its configuration, which may result in a delay (on our part) in ordering.
- Staffing is coming along; the Network Services Manager position description has been modified
- Northwest Academic Consortium is looking at purchasing dark fiber as a profitable resale commodity
- July 18<sup>th</sup> is set as the Recognition BBQ picnic for the C & C dept.

### **Holly –**

- Working on Form B.
- Testalk/tescrier is being worked on and finalization is forth coming.
- The Longhouse User's Group is proposing shifting scheduling responsibility for the kitchen to facilities.

### **Human Resources**

#### **Allen –**

- Recruitment for 11 positions is underway with 4 more coming soon.
- Working on comp time audit with Maryam
- Novas, HR software system is ready for installation; next week will possibly be implementation for this applicant tracking system
- Payroll is busy setting up new rates.
- Evaluations report will be out at the end of the month.

#### **Laurel –**

- Received collective bargaining agreement; that will be distributed next week. Consideration is given for 1 more training for managers only.
- There was good attendance at the CAB workshops where approximately 95 participants attended.

### **John –**

- Evaluations are be done and progressing well
- Comp time issues are being reviewed by Maryam; wrapping up.

### **Upcoming absences:**

July 5<sup>th</sup> – 20<sup>th</sup> Laurel on vacation

July 13<sup>th</sup> – 18 Paul Smith will be attending the APPA conference in Baltimore