

Finance & Administration Directors' Meeting Minutes

July 16th, 2007

1:00 – 3:00 p.m.

Present: John Hurley, Puanani Jeffery, Holly Colbert Joseph, Chuck McKinney, Collin Orr, Allen Toothaker, and Steve Trotter

July 2nd Minutes

One correction made on page 2 under Steve Trotter, 2nd bullet is adjusted to omit, *with 40 agencies participating*; this should be added to the 3rd bullet after; the next quarterly meeting will be held at TESC *with 40 agencies participating*.

Senior Staff Update –

- Don and Jennifer attended a two day Accountability Forum, the conference offered positive input from participants.
- Senior staff discussed and decisions were made regarding extending the “Me too’s” of the Collective Bargaining Agreement.
- Discussion on the college’s spam guard was made whether to increase to a higher protection shield from spam.
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Department Updates and Announcement

Residential & Dining Services – Chuck

- A meeting is set up with county health inspectors for The Flaming Eggplant Café is forthcoming.
- B & C building is moving along.
- Elevator project is progressing.

Holly –

- Finishing up budget for the FY
- Results from committee member’s feedback for TESCTalk/Crier will be made available soon.
- The exempt compensation advisory group will meet next week; Allen and Holly are preparing for this meeting.

Business Services – Collin

- Pat Miller is retiring in November from the Bookstore; Business Services will be seeking a replacement soon.
- Conference Services is moving along well.
- June books are closing.
- Kathleen and staff are working on closing books for this past quarter.
- Discussion regarding offering office supplies for office use campus wide was discussed.

Steve Trotter –

- Good diversion with visiting fellowship graduates who specialize in residential living; who were gathering information from various colleges with their primary focus on green living.
- Academic budgeting is next on the agenda with an end date being August 3rd.

Human Resources

Allen –

- Test run for payroll software system is currently being done in HR.
- Recruitments are coming in this is a busy time of the year.
- The Summer Institute continues and is moving along.

John –

- Leave time and timesheet accrual is a concern; this is being investigated by Maryam. John will be out of the office from 20th of July through August 3rd returning to the office on the 6th of August. In his absence Collin will be in charge and Holly will be authorized to sign documents on John's behalf.

Upcoming absences:

John will be at Harvard 7/20-8/3

Bonnie medical