

Finance & Administration Directors' Meeting Minutes

July 30th, 2007

1:00 – 3:00 p.m.

Present: Puanani Jeffery, Holly Colbert Joseph, Bonnie Marie, Collin Orr, Allen Toothaker, Paul Smith, Steve Trotter, Laurel Uznanski

July 16th Corrections: under Human Resources; first bullet should read, "Classified payroll change" not Test run for payroll software system is currently being done in HR.

Senior Staff Update –

No Senior staff meeting for 7/30 & 7/23

Department Updates and Announcement

Human Resources

Allen –

- The end of August the new applicant tracking system will be rolled-out.
- HR is reconciling leave time records
- September 11th, 12th, and 13th HR will be having an Applicant Tracking System training.
- Preparation work is being done for the office move scheduled for Aug. 13th, 14th, and 15th.
- HR is also working on attaining 10 free CRC passes to employees per year as part of the collective bargaining agreement
- HR policies are being updated.
- Recruitments are moving along.
- The last Summer Institute Workshop is tomorrow (7/31).
- Bringing VEBA agreement back in synch.

Laurel –

- HR is planning system training for managers.

Facilities – Paul

- 95% cost estimate received for Library remodel, Paul will be reviewing those figures and then sending out to the executive design committee.
- Lab and CUP generators were having problems over this past weekend and power was lost in Lab 1. Paul is working with Ken and Marty to handle this situation.
- Start SURGE tomorrow (7/31)
 - Enrollment Services will be moving tomorrow
 - Sem I is ready
 - Modular's are coming together
- August 20th fire testing will begin in housing
- New chiller is on the loading dock
- There is an open recruitment for fiscal specialist 1; a custodial position with other recruitments to follow.

- Housing elevator is going well.
- Workers comp. claims are up.
- Emergency kits will be made available to students in housing to purchase.
- Tomorrow contractors will be allowed to preview A wing for upcoming construction work.
- Lab 1 is on schedule.
- Contract negotiations for CAB remodel architect are completed.
- The RFQ for the Longhouse architect proposals are due the 17th of August.
- June 15th through the 29th **2008** is scheduled to have no power in the Library for two weeks for work necessary to replace the electrical switch gear for the entire Library. Only emergency power will be available for the critical functions; main computer room (machine room), the PBX space, skunk works, post office area, and the copier area.

Holly –

- The 2007-08 Form B are completed and the 4-year spreads will be done this afternoon.
- During the August Supervisors meeting Laurel will be conducting collective bargaining training during that time.
- Mid-August an exempt compensation meeting is scheduled for FAD exempt employees.

Steve Trotter –

- Working on deadline for budget allocations.
- Institutional budget is short $\frac{3}{4}$ million, other state agencies are in a similar situation.

Bonnie –

- Preparing for upcoming move to Sem II; scheduled move is about September 20th
- Bonnie will be working full time for awhile

Business Services – Collin

- E Vision software systems will be added to assist communication with students allowing for easier billing and other pertinent information to be conveyed electronically.
- On-line leave was discussed; this will be researched more closely.
- August 13th is the move date set for Business Services to Sem II.
- Working on accreditation

Computing & Communications – Aaron on Vacation

John – At Harvard

Upcoming absences:

Bonnie will be out the week of August 13th

Paul will on vacation August 14th – 27th