

## Finance & Administration Directors' Meeting Minutes

August 13<sup>th</sup>, 2007

1:30 – 3:00 p.m.

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

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July 30<sup>th</sup> minutes approved.

### **Senior Staff Update** –

*August 6<sup>th</sup>, 2007 meeting:*

- Last week the freezer in Lab I failed. Paul and Ken will be working on the issue.
- Enrollment is up in comparison to last year
- A new Master of Education Program has been developed and submitted for approval. The degree would require 40 credits over the span of 7 quarters.
- Convocation is set for Sept. 17th from 11:30 am until 1:00 pm in the CRC. Attendance is required

*August 13<sup>th</sup>, 2007 meeting:*

- It has been noticed that there are young children on campus as part of EF programs; this could be a liability concern and this issue will be researched further.
- Les recently attended a Council of Presidents meeting. The other four-year institutions will be submitting a supplemental request for campus security. This is an opportunity to address our concerns regarding Police Services radio coverage; discussion whether a preliminary security package could be a consideration.
- Steve Hunter is proposing to increase student's late fee from the current fee of \$50 to \$100. He also suggested submitting a revised FTE count to OFM following the 10<sup>th</sup> day count, which would be a more accurate tally of enrollment.
- Tacoma campus enrollment is not as productive as hoped.

### **Department Updates and Announcement**

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

- Academic Computing interviews are underway for an ITS4.
- Two ITS3 positions in TSS have closed and interviews will begin next week.
- Review of applicants for Network Services manager is scheduled for next week.
- The TSS department is very busy currently due to department relocations.
- Network moving Banner server from open VMS. Testing will last approximately a month.
- TeleCom nearing completion of E-911 database and then will test for two to three weeks.
- Applicant Tracking System is delayed due to missing code from the vendor. Administrative Computing is working on resolving this.

#### **Chuck-**

- Housing has 103% occupancy which is slightly over capacity; in addition to 45 students on the waitlist.
- The RD search failed; a new search will occur in January. Need to develop an interim solution.

- Housing building B furniture is in the building and building C is a little behind schedule; dorm rooms will be ready for check in for student in September.

#### **Facilities – Paul**

- The housing elevator project is progressing well.
- New campus chiller is almost ready for electrical hook-up.
- Gaylon's crew has been busy working to assist various departments with their move.
  - HRS will be moving soon (tomorrow 8/14)
  - Business Service is in the process of moving currently
- RFQ for the Longhouse is due on Friday
- Bids for Phase II renovations for the Library are due Sept. 13.

#### **Holly –**

- 06' – 07' carry forward is down a bit from previous year, but still conducting analysis.
- Negative operating for 07' – 08' has decreased from 06-07 level.

#### **Human Resources**

##### **Allen –**

- Working on Exempt Compensation; currently working on getting job descriptions to budget coordinators for review and any updates that are required.
- 3 positions have closed.
- Recruitment is slowing down

##### **Laurel –**

- Working with Dave Weber on 10 free passes to the CRC portion of the union contract.
- Also working with Andrea Coker-Anderson on the tuition waiver component.
- There are 7 applications for the AVP of HR position.

#### **Business Services – Collin**

No report – Department moving

#### **John –**

- Proposing to make-up \$145,000 of negative operating through budget cuts; each department will be affected by this financial adjustment.
- Asked Laurel and Allen to review the procedures for how the exit interview form is used
- Confirmed with Paul that the master plan consultants are prepared for the Advancement Retreat
- FAD exempt employees will meet regarding compensation and other concerns tomorrow (8/14) in L4004.
- Holly and Aaron will collaborate in deciding reading material for our professional development.

\*Next Reading in Servant Leadership: Trust and Growth: the Value of Understanding

#### **Upcoming absences:**

Paul will be on vacation from August 14<sup>th</sup> – 27<sup>th</sup>

John will be on vacation from August 24<sup>th</sup> -28<sup>th</sup>