

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

Monday, November 6, 2006

1:30 – 3:00 p.m.

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**Present:** Holly Colbert, John Hurley, Aaron Powell, Erin Slone-Gomez, Paul Smith, Steve Trotter

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### **October 23rd Minutes**

Approved as amended.

### **Senior Staff Update** (John H.)

October 30:

- Discussion about the recent Parkway closure.
- Discussion about Bank of America and working with Evergreen on a financial partnership.
- Continued discussion about TESC TALK
- Art informed attendees that a group of students had approached him to discuss the campus climate, including TESC TALK, and to review possible discriminatory actions across campus on the part of community members.

November 6:

- Senior staff traveled to South Puget Sound Community College for a joint meeting about current and possible partnership activities.

### **Required Training**

- John reminded meeting attendees of the upcoming required training. Erin will request of list of who needs to attend from Allen Toothaker and distribute it to FAD Directors.

### **FAD Semiannual Event**

- John and Erin reviewed the agenda for the event.

### **Servant Leadership**

- John distributed the Servant Leadership workbooks to attendees and the group will complete questions 1 and 2 and the accompanying reading for the next FAD Directors Meeting,

### **Department Updates and Announcements**

#### **Computing and Communications** (Aaron)

- Administrative Computing will be going to Portland for a SETA conference.
- Open interviews for the Academic Computing Manager will take place on November 13<sup>th</sup> and 15<sup>th</sup>.
- The Secretary Senior hiring committee will be meeting this week.
- Tony is working on reference checks for the vacant Systems Analyst position.
- The IT Peer Review will take place next week.
- The computer replacement plan for FAD has been finalized.

#### **Facilities** (Paul)

- Paul introduced the new Assistant Director, Azeem Hoosein.
- The chosen applicant for the Mech 2 position has withdrawn.
- Patti and Paul are working on a new surge plan.
- The Squaxin tribe is considering purchasing the President's Residence.

- There will be a presentation from Facilities at the upcoming Board of Trustees meeting about Library Phase 2 and Lab 1 renovation.
- Mike Jaskar is the new Gardener 4.
- Robyn Herring has had a significant number of Campus Production requests recently.
- There have been a lot of worker's compensation claims recently, however, they are not clustered in one area.
- The Facilities security project will begin soon.

**Holly Colbert**

- The Issues Affecting Exempt Employment DTF will hold and open forum on Thursday and the First Year Experience DTF forum will be on Friday.
- The TESC TALK committee will be meeting on Friday afternoons.

**Steve Trotter**

- The Sustainable Taskforce has been having discussions about a work plan.

**John Hurley**

- John reminded attendees that the FAD Supervisors meeting will be on the 16<sup>th</sup> and the FAD Semiannual event is on the 17<sup>th</sup>.