

Finance & Administration Directors' Meeting Minutes

Monday November 19, 2007

Present: Holly Colbert Joseph, Sharon Goodman, John Hurley, Puanani Jeffery, Collin Orr, Aaron Powell, Allen Toothaker, Steve Trotter, Laurel Uznanski

November 5th, minutes

Approved

Senior Staff Update (John)

November 12th

- Discussion on Veteran's Day survey was conducted and it was decided that November 11th does not require a survey for honoring Veteran's Day. Laurel will check on the language used in the contract to clarify what is being stated
- Les will be in Vancouver on Wednesday visiting legislators and superintendents
- Theresa Aragon discussed the upcoming summer session
- The WAC Process was discussed by John Carmichael
- John Hurley presented the National Survey of Student Engagement

November 19th

- Open discussion regarding TESCtalk/crier
- There was an ADA compliance discussion; a suggestion was made to create a committee to handle this area
- LOTT is working on Office of Community Matters
- New Government Relations person came to Senior Staff meeting

There will be no Senior Staff meeting next week

DEPARTMENT UPDATES

Human Resources Services (Laurel)

- Job audits are being worked on
- Recruitment is busy
- Processing leave time is progressing well; it is slowly getting caught up
- Review begins on December 10th for the new HR Representative
- HR is continuing to work on the Applicant Tracking system
- Salary Survey is still being worked; updating job descriptions are being evaluated
 - An exempt distribution list needs to be updated; Allen will handle this area

Computing and Communications (Aaron)

- Banner VB is up and running [new banner]
- The new Media Center may need a separate server
- An offer has been received from the University of WA for consultation services on the New Media Center

- Virtual software is available the approximate cost is \$10,000 would need to purchase 2 additional servers to operate; funds would be coming from minor works

Holly

- Supplemental request forms need to be returned to Steve Trotter for evaluation; followed by discussion.

Sharon Goodman

- Winter applications for housing is up
- Graffiti has increased everywhere; it will cost \$3,000 to clean or re-paint graffiti
- Housing generator has been delayed for hook-up a backup unit is needed
- Carpet replacement is being done in “D” dorms
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Steve Trotter

- Legislation is considering salary increase this request would be funded through the State focused primarily for faculty
- HEC Board will be conducting a survey/study of capacity and technology.
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