

Finance & Administration Directors' Meeting Minutes

Monday, November 20, 2006

1:00 – 3:00 p.m.

Present: Holly Colbert, Ken Holstein, John Hurley, John Lauer, Collin Orr, Aaron Powell, Erin Slone-Gomez, Paul Smith, Steve Trotter

November 6th Minutes

Approved.

Senior Staff Update (John H.)

- Due to scheduling conflicts, Senior Staff has not met recently.

Department Updates and Announcements

Computing and Communications (Aaron)

- Interviews for the IT Peer Review are substantially complete, the consultant may still be trying to connect with Tacoma. Aaron expects a draft report to be completed in the next few weeks.
- Interviews for the Academic Computing Manager position have been completed and Aaron is hoping for a recommendation from the committee by next week.
- The hiring committee for the Secretary Senior position has determined the top 4 candidates who they will be interviewing.
- Tony will be posting a position soon for the role vacated by Partha's recent promotion.
- The tape library upgrade has been completed.
- Academic Computing is spending a lot of time with faculty helping them move from Blackboard to Moodle.
- Administrative Computing is reviewing stale dated pins, a recommendation from the recent security audit.
- Technical Support Services is busy with new computers. Barbara Caswell is working on an email box size limit proposal.

Facilities (Paul)

- There was no significant damage to the campus from the recent storm.
- Weather permitting, pavement may be put down next week.
- Groups met last week about Library Phase 2 and Facilities and C&C staff will be meeting to discuss infrastructure plans.
- The Master Plan RFP will be sent out soon and responses are due by January 10th. The steering committee will be made up of the Campus Land Use Committee, 1 additional faculty member and John Lauer.
- Two Maintenance Mechanic 2 positions are currently posted, one of which is internal only.

John Lauer

- The process of reallocating Monique Vallot's position from Area Coordinator to Residential Life Coordinator is almost complete.
- The area formerly known as "Housing" will begin rolling out its name change to "Residential and Dining Services (RADS)" soon.
- John expects to be making an offer to an applicant soon for the vacant Office Support Supervisor 1 position.

- Some of RADS elevators have been problematic since the recent power outage.
- Bad wood in many new cabinets is currently being replaced.
- John attended a regional Housing and Food Service conference at Western recently and reported to the group some of the changes/issues that other college's are working through.

Human Resource Services (Ken Holstein)

- Tony Alfonso, Jennifer LeVesque and Sarah Mealy recently visited Western to look at their applicant tracking system.
- Allen has been getting a bit of pushback from employees, including some from FAD, about attending the upcoming required training.
- An Emotional Intelligence training will be offered in December.
- Recent numbers indicate a 10% turnover rate for the year.

Business Services (Collin Orr)

- Collin and several members of his staff recently attended a SETA Conference (Banner).
- Auditors from the state are still working at Evergreen.
- Donna Zaugg is in a new position and the announcement for the vacated position will be up soon.
- Conference Services is almost completely booked for next summer.
- The Bookstore and Copy Center are both doing better than they were at this same time last year.
- Personal Service Contracts continue to be a problem, specifically the timing and use of the contracts.
- Collin and Kathleen may be revisiting the P-Card policy.

Holly Colbert

- The TESC TALK review group continues to meet and they hope to wrap up their work by the end of the quarter.
- Both the Exempt DTF and First Year Experience DTF are wrapping up.

Steve Trotter

- Tomorrow new staff from the House and Senate are coming to campus.
- Steve is working on the Shroll settlement, consisting of current and retroactive raises. Non-state funded costs are predicted to be over \$50,000. Steve will be working with OFM to see how our actual costs compare with previously predicted amounts.