

Finance & Administration Directors' Meeting Minutes

Monday November 5, 2007

Present: Sharon Goodman, John Hurley, Puanani Jeffery, Walter Niemiec, Collin Orr, Aaron Powell, Paul Smith, Allen Toothaker, Steve Trotter,

October 22nd, minutes

Correction under Steve Trotter first bullet should read; OFM were questioning whether tuition distribution funds are being used for the exempt research project.

Senior Staff Update (John)

- MIT accreditation went very well.
- There was a discussion on dash board indicators and it was suggested that it would be beneficial to devise benchmark criteria for each item.
- Enrollment will be up to 178 FTE based on projection; Steve discussed the enrollment status of other four year colleges.
- Fund for Innovation is coming up; searching for faculty is underway.

DEPARTMENT UPDATES

Human Resources Services (Allen)

- Major grievance has been settled.
- Seven positions will be open.
- The new Applicant Tracking system will be operating live in the next couple of weeks.
- Town Hall meeting went well; followed by discussion.
- Leave assignments is being worked on and is progressing well

Facilities (Paul)

- Grant received from LOTT for conserving water.
- Discussion on emergency generator was held; additional units are on order
- Small asbestos abatement jobs have been worked on.
- Graffiti has gotten progressively worse.
- CAB architects are on campus, preliminary work on the CAB remodel has been done.
- Lab II ADA work will be done soon.
- Search for senior secretary is still going on.

Business Services (Collin)

- Five positions are open in Business Services; Jerry Tilson is leaving BS and Pat Miller is retiring.
- Three auditors are still on campus.

Sharon Goodman

- RAD is working on a list for emergency preparedness.

- Craig Ward of Aramark distributed information to the campus-wide audience regarding their sustainability work. Also, Aramark has been diligently working to improve meals in dining services.
- Housing request for additional winter quarters.
- Summer upgrades for buildings: I, J, & K is on the schedule for next year.
- Facilities will be moving the housing-facilities work area.

Steve Trotter

- TESC will be meeting with The Governors team headed by Kathleen Drew, the Governor's Policy Advisor.
- Director of Sustainability job description is out in the community.
- Faculty negotiations are coming up.
- Legislative session is coming up.
- 2009-11 operating budget needs to be reviewed.

Walter Niemiec

- Supplement Developmental Plan is complete.
- Benefits for TESC retirees are being reviewed.

Computing and Communications (Aaron)

- What can be done to reduce paper use? Printing and paper use is being reviewed by a workgroup with representatives from several areas on campus.
- Rehost of the Banner database is in final testing; change-over to the new version should happen in the next three weeks. Once the database is converted Administrative computing and Network Services will be moving the applications software as phase two for this project.
- Information Services Board (ISB) will be meeting in November 8th for a final discussion of the academic and research exemption from their security standards. There is optimism that ISB will vote to continue exemption for academics and research as it is important to our meeting the needs of students.
- Academic and Administrative ITCH groups have finalized their projects for review by the core ITCH. The Core meets November 14th to prioritize IT projects for a recommendation to Senior Staff.