

Finance & Administration Directors' Meeting Minutes

Monday, October 9, 2006

1:00 – 2:30 p.m.

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

September 25th Minutes

Approved.

Senior Staff Update (John H.)

October 2:

- Ken reported that the college now has a new employee assistance service provider, the Department of Personnel.
- John announced that the college has posted a new LEED plaque for Seminar 2.
- Anthony reported that Evergreen has been featured in several media outlets for our page work and announcements about the Library building.
- Les, John and Don provided a budget presentation for the HEC Board recently.
- Senior staff members discussed smoking and the travel and tuition fee policies.

October 9:

- Laura Coghlan provided NSSE data including information about cost per FTE.
- Steve Hunter provided an enrollment update and most recent numbers indicate we are 58.6 FTE down and hope to make up the shortfall during an extended winter admission period.
- Senior staff members discussed merchandising Evergreen logo.
- External constituent feedback meetings on the Strategic Plan are coming up.

Equipment and Training Funds

- Holly distributed several handouts enumerating equipment and training funds and their dispersal schedules.
- Holly will be shifting training money to each department's operating budget.

Department Updates and Announcements

Facilities (Paul)

- Staff members are currently interviewing for a Mech 2 in training position.
- Miles and staff are working on work orders and projects.
- Ken Tabbutt will be talking with faculty about having Facilities make signs for events that can be taken down easier. Paul will also be discussing this with Student Affairs staff members.
- A new appraisal for the President's Residence was returned with an amount \$30,000 higher than the previous appraisal.
- Paul is working with HR on several personnel issues.
- Paul hopes to hear a response from one of the applicants for the Assistant Director for Planning and Construction by Wednesday or Thursday.
- New portable buildings have arrived and are being temporarily housed in the shops area.
- Set up requests for Building Services will now be sent through the work order system.
- In planning for Library Phase 2 surge, five Housing Mods will be used and Paul will be working with Aaron and staff on the possible technology impact.
- Surge forums will take place in November.

- The Library Phase 2 third floor meeting will be this upcoming Friday.
- The Library Phase 1 punch list is still being worked on.
- There are still seats available for the upcoming First Aid and CPR trainings.

Human Resource Services (Ken Holstein)

- Ken and staff are working on employee relations issues in Facilities.
- Ken reported that if the Strategic Leadership Program training is not filled it will not be offered again. The program has been offered for the past 2.5 years.
- The Union Management meeting will be rescheduled for the 19th.
- Laura Carpenter the new Chief Shop Steward.
- Debbie Brookman is the new representative from the union and is taking a different approach than the former rep.

Steve Trotter

- State Auditor performance team will be looking at faculty compensation.
- A team is working on getting some of Evergreen's fiscal information on the website and using Eastern's work as a model.
- This month the Budget Coordinators will be looking at a joint Vice Presidents/Budget Coordinators fiscal management committee.

Computing and Communications (Aaron)

- The Academic Computing Manager position was posted last week.
- The Secretary Senior hiring committee will be receiving 20 applications to review.
- Email volume went down 3% last August but is now back up 2%.
- Aaron reported that HP's contract with HP has ended leaving CIS potentially needing money for subcontractors.
- The peer review contract was approved by OFM and has been sent to the vendor for review.

Collin Orr

- Conference Services hired a new coordinator and will be supplementing that hire with temporary staff during the summer.
- Our conference contract has been sent to the Client Board for review.
- The Bookstore will be resurrecting the Bookstore advisory committee.
- Six auditors will be in today including 3 working on the Foundation.
- A draft wireless communication policy has been sent out for suggestions.
- Pat Spears will be coming back temporarily to assist with inventory.

Holly Colbert

- The revised Exempt DTF recommendation is on its way back to the Vice Presidents to review.
- Holly is on the Director of Development Search Committee which will be conducting phone interviews during the next few weeks.

John Hurley

- The Tacoma lease is up in four years and John will be meeting with Don and Walter for discussion.