

Finance & Administration Directors' Meeting Minutes

Monday, October 23, 2006

1:00 – 2:00 p.m.

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

October 9th Minutes

Approved as amended.

Senior Staff Update (John H.)

October 16:

- Enrollment is slightly down but an increase in out of state students will help defray the shortage.
- Senior Staff members discussed licensing the geoduck logo to a store in the mall.
- Laura Coghlan gave a presentation on the dashboard metrics.
- Ken Tabbutt reported back on his attendance of a sustainability conference in Tempe, AZ.
- Reviewed the global challenge states which are part of the Washington Learns program.

October 23:

- Les and Don met with the Prosperity Partnership and gave a presentation about Evergreen.
- Steve Hunter provided an enrollment update including information from OFM about 10th day enrollment data from other institutions.
- John C. passed out information on annual reports presented to the Board of Trustees. (Erin will make copies and distribute to FAD Directors.)
- Senior Staff discussed TESC-TALK including the decision to limit participation to members with an Evergreen account.
- Evergreen will be paying the State Auditor's Office for additional audits of Housing and KAOS.

Strategic Leadership Program

- John encouraged FAD supervisors to attend the Strategic Leadership Program. There are currently ten staff members signed up for the training.

Department Updates and Announcements

Computing and Communications (Aaron)

- The Peer Review will take place during the week of November 13th.
- Aaron has drafted the position control/forecasting charge which will be distributed to the work group for feedback.

Facilities (Paul)

- The new Assistant Director, Azeem Hoosein, will be starting in two weeks.
- Thurston County will begin their work at the end of the parkway soon.
- Facilities has finished their work on the windows in the Child Care Center and are beginning to work on the parking lot.
- There have been several new hires in Facilities including a new Gardener 4 and Maintenance Mech 2.
- The Library Phase 1 budget will be balanced soon.

Steve Trotter

- Steve provided information about the Washington Learns Program and challenge states. Evergreen's cost per student is higher than all other peers. Meeting attendees discussed how that number was calculated and in what areas Evergreen is spending its money.

John Lauer

- This year's housing enrollment is up 9 students however with the increase in bed spaces the total occupancy percent is lower, last year there were 8 vacancies and this year there are 24.
- Staff members are in final negotiations with DLR concerning the Admin/Shops building with hopes for a completed building by spring of 2008.
- An RFP will be sent out for laundry services.
- John is continuing to work on the creation of a joint room and board plan to present to Senior Staff and the Board of Trustees.
- This upcoming Wednesday a Campus Sustainability Webcast will be offered.

Holly Colbert

- Holly will be leading the TESC TALK review group and is working to get staff, faculty and student membership.
- Holly will be sending out the Exempt DTF report on the Exempt DL and a forum will be held on November 9th.
- The forum on the First Year Experience DTF will be held on November 10th and presented to the faculty on the 15th.

Human Resource Services (Ken Holstein)

- Ken relayed the process for Personal Services and Independent Contractors. These are reviewed by Collin and Kathleen who may bring concerns to Ken. If staff members agree the contracts may be presented to the Union.
- HRS has located a doctor who works with Multiple Chemical Sensitivity who completed a campus walk through and is completing an informational workplace booklet for HR staff.

John Hurley

- John and the other VPs have hosted one meeting and will host a second meeting tomorrow with external constituency groups who will provide feedback on Evergreen's Strategic Plan.
- The Faculty Union vote is currently taking place and will close on the 30th and reported on the 31st.
- The FAD Directors will dedicate part of their meeting time to seminar on Servant Leadership starting in two weeks.
- The FAD semiannual event in November will showcase the work of Facilities.