

Finance & Administration Directors' Meeting Minutes

Monday, September 11, 2006

1:00 – 3:00 p.m.

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

August 14th Minutes

Approved with one correction.

Senior Staff Update (John H.)

- The recent senior staff meeting was abbreviated for a goal setting meeting.
- The previously predicted student FTE deficiency of 100-150 may only be 70-80.
- Orientation week will begin next Saturday.
- John L. and Art gave a proposal on a joint room and board plan that reflects changes to residence hall layout (removal of many of the kitchen units) as well as the need to make Food Service financially solvent.
- Convocation and the Board of Trustees Meeting will take place on Friday, September 15th.

Follow Up on Affirmative Action Representative

- Aaron volunteered to be the second representative for the affirmative action committee Paul Gallegos is working to create.

Department Updates and Announcements

Computing & Communications

- The faculty institute was completed the previous week.
- Academic Computing recently finished their Faculty IT Survival Guide.
- Technical Support Services is working on getting new computers out and WSUS update patches.
- Administrative Computing went live with a financial aid Banner upgrade.
- Cashnet gifts and Admissions projects were started the previous week.
- Aaron will be getting a contract to John for signature for a C&C review consultant. The consultant has received great reviews and has experience with higher education.

Facilities (Paul)

- Paul shared an article from the Southwest Spirit (Southwest Airline's magazine) that mentioned Evergreen.
- Facilities is pouring concrete for the ADA ramps but all other work for Housing is complete.
- The new dishwasher has been installed.
- The Communications Building's roof project is going well.
- Paul is on the Government Relations Hiring Committee.
- There will be 5 days of interviews coming up for the Assistant Director of Planning and Construction during the next two weeks.
- The Capital Budget was submitted to OFM.

Holly Colbert

- Holly will be out the following Monday and Tuesday as she is going to Montana for the Montana State GEAR-UP Conference.
- Holly distributed lists of computer equipment to all Directors and is working to get the list under \$50,000.
- The Exempt DTF will be continuing its work. After submitting a revised report to the VPs, the group will send out their report using the Exempt DL.

Collin Orr

- We will have a visit from the Auditor's office on the 25th and they will be concentrating on change orders and fixed assets.
- Student Accounts is gearing up for the start of school. They have already received 750,000+ web payments.
- Sheryl Dorney has two vacancies in Conference Services, one of which may not be filled.
- Collin will be gone next Thursday and Friday to attend the BAR meeting with Clifford Frederickson and Elma Aquino.
- Collin is working to sell the Seawulff, one of the college's boats. (Erin will arrange a field trip to see the boat during one of the upcoming FAD Directors' meetings.)
- Collin informed Paul that the mailroom needs a crank to get their service window open.

John Lauer

- Pervious pavement has been used in the Housing parking lot which will improve wheelchair accessibility.
- John L. thanked Paul and staff for the work on the Driftwood/Overhulse project and Hal for the roof project.
- Current occupancy projections look good. Work on D Building will be finishing up just in time for check-in.
- Staff is gearing up for an internal audit, which will also be useful for a possible external audit.
- John will be attending a Sustainability Institute in October.
- John is part of a committee examining the drug testing policy in Athletics.
- Monique Vallot was recently promoted and will be coordinating the Resident Life program.

John Hurley

- The hiring committee for the Executive Associate to the Vice President for Finance and Administration will be beginning their work soon and will be chaired by Tony Alfonso.
- The lease for the Tacoma campus is up in four years and will need to be incorporated into the Campus Master Plan.
- John, Holly and Paul Gallegos are in the preliminary stages of working on a tri-county diversity council by bringing together external groups.
- John will be finishing up evaluations during the next two weeks.
- Maryam Jacobs has been uncovering a lot of problems, some concerning unknown information and some are a lack of judgment. John asked the Directors to emphasize state ethics rules in staff meetings.

Human Resources (Ken Holstein)

- Contract negotiations have been completed. The 1.6% increase will continue, 3.2% in 2007, 2% in 2008 and a step L will be created. The agreement also allows for an increase in parking rates.
- The Union/Management meeting is tomorrow.
- Tony Alfonso had drafted a guiding statement about the aforementioned applicant tracking system.

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