

**Senior Staff Meeting**  
**March 16, 2009**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, Art Costantino, John Hurley, Les Purce, Todd Sprague, Julie Suchanek, Allen Toothaker, Steve Trotter  
Absent: John Carmichael, Lee Hoemann, Steve Hunter

**Minutes**

The notes from the previous meetings were approved.

**Announcements**

- Theresa Aragon announced the writers conference posters are now posted across campus.
- The Men's Basketball team is back home, having lost their second game.
- The classified staff collective bargaining agreement is being reopened on the 19<sup>th</sup>.

**FLSA**

Allen Toothaker discussed the Fair Labor Standards Act (FLSA) Record keeping requirements and a new record keeping system to be set in place. Allen distributed copies of an overview of FLSA record keeping requirements and the FLSA exemption test. He noted that it was not just Evergreen, but that the State of Washington is out of compliance under the law. A new timekeeping system will be set in place with expected implementation July 1, 2009. Allen indicated that "exempt" under civil service is different from exempt under FLSA. Online timesheets that the employee fills out will need to be approved each week by the supervisors. A prototype of the program is expected to be ready at the end of the month, and the system will be shown to management group next month.

**Faculty Housing**

John Hurley reported on a conceptual proposal made last week to the Vice Presidents for faculty housing. The proposal included 12-24 cottage-style units to be built on TESC property and built by the company to LEED Gold Standards. Monthly rent was estimated at \$1300-\$1400 per month. After 25 years the college would own the cottages. There would be hidden costs – we would have to maintain the properties. The Vice Presidents may discuss the proposal more at a later date.

**Selling Cigarettes in the Bookstore**

John Hurley reported that the committee's recommendation for selling cigarettes in the bookstore was a split decision. John Hurley will send a memo next week to the bookstore indicating not to reorder cigarettes for the bookstore but to sell the remaining inventory. The committee did recommend that a decision to sell cigarettes at the corner store should be made by the housing community.

**Police Services Community Review Board Survey**

Art Costantino passed out the results of the survey on rifles. Art expects a recommendation by the committee next week and will keep senior staff posted.

**Student Government Update**

Art Costantino gave an update on a variety of student government issues that have arisen over the past week.

**Legislative Update**

Julie Suchanek reported that the legislature is spending time on the floor working this week. The house and senate budgets are expected to be released next week and the revenue forecast will be coming out on Thursday of this week.

**Budget Update**

Les announced that he had a chance last week to meet with several legislators. There have been inquiries about the Labor Center, Native America programs, and the Tacoma program from legislative staff. The issue of a tuition "surcharge" is likely to be on the table.

Les discussed the recent board meeting as well. Some items to take note include the following:

- The Board was shown five budget reduction lists on March 11. They will clearly want to see a single, integrated budget plan in May. They will be looking for a college-wide approach to college-wide issues, including wages, furloughs, etc.
- Some ambivalence was heard from Board members about actions that affect compensation. Several Trustees applauded Les' leadership in proposing to reduce his compensation. For the President's compensation and any recommendations affecting employee compensation, they want recommendations informed by employment market data. They expressed concern about setting up a future in which the college struggles to "catch up" on compensation.
- We heard Trustees ask for a forward-looking budget. This would include attention to: 1) tuition and fee proposals that balance the need to maximize revenue, the needs of students, and knowledge of market competition, 2) Anticipating the potential for continued declines in state revenues, and 3) Extra scrutiny of cuts that would compromise our ability generate future revenue by attracting fee-paying students and by fundraising.

It was noted that there is value in work sessions, especially for new board members. It is important to work through all the questions and give board members time to process all the information.

**Goals Status**

The discussion on goals status was deferred to the next meeting.

**Cost-Saving/Fee Ideas**

John Hurley gave a brief overview of on-campus credit card fees.

Vice Presidents to review the credit card fees and make a recommendation for a new credit card fee structure.