

**Senior Staff Meeting**  
**April 27, 2009**  
**Meeting Notes**

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

**Minutes**

The notes from the previous meetings were approved.

**Announcements**

- Don Bantz reported that Ernestine Kimbro passed away over the weekend.
- Steve Hunter reported on a successful reception for newly admitted students at Safeco Field.

**Community Outreach**

Karen Gaul joined the meeting to discuss work she and students are doing in the community. Following Focus the Nation, Karen was asked to join a City of Olympia task force focused on climate action. The city is entering into a Capital City Challenge with Montpelier, Vermont. The city is also working through a three-year process to develop a comprehensive climate action plan. Karen is leading a group of student interns who will conduct a series of ethnographic interviews to gather data for the comprehensive plan. Karen asked about using college resources for this work. Les Purce said that a list of the resources requested would be needed. Don Bantz noted that having the work tied to college academic programs makes it easier to consider a resource request. Todd Sprague noted that Jason Wettstein is currently participating in the Thurston County Climate Action Team while the Director of Sustainability position is vacant.

**Timekeeping**

Allen Toothaker reported that the on-line timekeeping system is on track for implementation on July 1. Forty trainings for supervisors and affected employees will take place in June. Human Resources is working with units to ensure that wherever possible, the regular work schedule of each affected employee is correctly entered in the system.

**Legislative Update**

Julie Suchanek reported that the legislature passed budget bills and adjourned over the weekend. Unfinished business is likely to require a short special session in the next few weeks. The capital budget provides the money Evergreen requested for minor works and preservation and the Arts Annex renovation. Only design money was provided for the Com Building, and the Clean Energy proposal was left unfunded.

Steve Trotter summarized the conference operating budget, which makes a 13.2% reduction in each year of the biennium. The legislature's decision to equalize the reduction in both years was a big change from the earlier versions of the budget, perhaps in response to our concerns. Making some assumptions about tuition, the net reduction would be 10% in the first year and 6.4% in the second year.

**College Budget Planning**

The Vice Presidents and Budget Coordinators will revisit the "Tier I" reductions in light of the final legislative budget. In the absence of changes to the Tier I list, the proposed reductions in the first year are not sufficient to balance the budget, but they are more than sufficient to balance the budget in the second fiscal year. One-time bridge money could be applied to make up the difference in the first year. It seems important to maintain a prudent reserve balance in case the economy continues to worsen and additional reductions are needed mid-biennium.

**Board of Trustees Agenda**

John Carmichael distributed a draft agenda for the May 12 and 13 Board of Trustees meeting. Advance material should be ready for distribution by May 5.

**Swine Flu**

Art reported that a group of staff will meet this afternoon to discuss plans in the event of a swine flu outbreak.

**Washington State Quality Awards**

Holly Colbert Joseph described the agenda for the Senior Staff's meeting with the Washington State Quality Awards group. The Senior Staff discussed the WSQA report and other accountability requirements placed on the college.