

**Senior Staff Meeting  
June 1, 2009  
Meeting Notes**

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

**Review of minutes**

The minutes of the May 18 meeting were approved.

**Additions to the agenda**

No additions were made to the agenda.

**Announcements**

- Allen Toothaker announced that a notice requesting all overtime eligible staff and their supervisors to sign up for the new time system training. He requested that senior staff to encourage overtime eligible staff and their supervisors to attend this training.
- Don Bantz said that there have been many complaints about the heat in the Library building. He suggested that an email should be sent out to keep staff aware of the progress. John Hurley is looking into the situation.
- Julie announced that a revenue forecast is expected June 18, 2009.

**Report from ICAO**

Don Bantz stated that JLARC gave a presentation on performance audits to the Interinstitutional Committee of Academic Officers (ICAO). Don noted that Ruta Fanning stated that the performance audits would take a look at performance agreements. Audits, which in part will identify cost savings, find linkages and find inefficiencies, are to be completed by December 2010.

**Board of Trustees Agenda**

John Carmichael distributed a draft agenda for the upcoming Board of Trustees meeting and reviewed it with Senior Staff. He stated that the agenda will be finalized within the next day. Lee Hoemann indicated that Craig Chance would be giving the Board of Governor's report. John Hurley will prepare the Capital Budget Action.

**Classified contract changes and exempt staff benefits**

Allen passed out a printed PowerPoint presentation "2009-2011 WFSE Higher Education master Collective Bargaining Agreement: Contract Overview Training Facilitator Guide" and reviewed the key points. Changes to the contract affect Workplace Behavior; Performance Evaluations; Shared Leave; Uniform Service Shared Leave Pool; Work-Related Injury or Illness; Suspended Operations; Miscellaneous Paid Leaves; Leave Without Pay; Vacation Leave Use; Safety and Health; Volunteers and Student Workers; and Shared Services.

Some of the changes to the contract, if ratified, include: shared leave could be used in "assisting in an emergency" (emergency, yet to be defined) and for victims of domestic violence; Evergreen will now participate in the Uniform Service Shared Leave Pool; personal leave and up to three days of sick leave can be used during suspended operations to offset lost pay; and bereavement pay to now include step-parents.

If the union ratifies the contract, training is expected in July.

It was noted that the state-mandated hiring freeze is expected to be lifted July 1, 2009. Hiring after July 1<sup>st</sup> should be done in the same manner as during the soft freeze, including filling out an exemption form. This soft freeze hiring method should be used all of next year.

<p><b>Action:</b> Additional research on the personal leave and make recommendation to Les (Allen). If approved, it will be written into policy (John C.).</p>
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