

**Senior Staff Meeting**  
**August 31, 2009**  
**Meeting Notes**

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

**Review of minutes**

The minutes of the August 3, 2009 meeting were approved after one amendment.

**Announcements**

- John Hurley announced that “Big Voice” was installed and tested last Thursday and the test was a complete success. He noted that the system will use a preprogrammed voice.
- John Hurley announced that “Project Search” will have six students starting on the 9<sup>th</sup> of September. The program includes six Olympia High School students with disabilities.
- Dave Weber’s last day will be after the men’s and women’s basketball season. The search for a new Director of Athletics and Recreation will begin in October.

**Legislative Report**

Two handouts were distributed by Julie Suchanek: “2009 Legislative Evergreen Reporting Requirements”, and “Budget provision”. Julie noted that the “Enrollment Targets and Program Consolidation” report is due by the 16<sup>th</sup>. The Senate Higher Education Committee will meet on October 2<sup>nd</sup> and the House Higher Education Appropriations Committee will meet on September 14<sup>th</sup>.

**ACTIONS**

- Julie to send email to Senior Staff to remind of September 11 deadline for budget provision responses (Julie S.).
- Julie to send Awareness of Higher Education to K-12 Populations to Senior Staff to look over for changes (Julie S.).
- Review higher Education to K-12 Populations and send comments to Julie S. (all).

**Campus Connections**

An invitation has been sent out for the upcoming campus connections lunch. The event will be held on October 9<sup>th</sup> from 12:30-5:00pm in the longhouse.

**H1N1**

Bruce Sutherland would like to come in and talk with Senior Staff regarding pandemic planning. The first email this fall regarding H1N1 will be sent to students, faculty, and staff. A letter will be sent to students and parents within the next few days as well. Communications, including the email, letter, website and posters will encourage good hygiene and respiratory etiquette. Students, faculty and staff will be encouraged to stay home if sick with a recommendation to not return until 24 hours after a fever of 100 degrees+ breaks. Communications closely follow CDC recommendations. Posters will be posted all over campus and in residence halls.

Art Costantino is looking into purchasing wellness kits to distribute during orientation. The bookstore should order additional supplies as well to have on hand.

**ACTIONS**

- Purchase supplies such as Purell and antibacterial wipes and distribute to offices on campus to help create a healthier work environment (Art C.).

- Art to speak to Provost's office regarding presenting importance of preventative measures to the faculty (Art C.).

**Student Orientation**

Art Costantino distributed a draft of the "New Student Orientation" brochure. If there are any questions regarding the student orientation, Phyllis Lane is able to answer questions in Art C.'s absence.

**ACTIONS**

- Add student orientation events to your calendar (all).

**Convocation/BOT Meeting**

John Carmichael distributed a draft BOT and convocation schedule. He noted that there will be two new Board members: Dixon McReynolds and Irene Gonzales. The full board is expected to be present on the 15<sup>th</sup>. Suggestions include the following: add H1N1 to information section, add Enrollment Update to information section and rename Climate plan to Climate action plan.

**ACTIONS**

- Contact John Carmichael with any changes or additions to the Board of Trustees agenda (all).
- Contact John Carmichael with responses to the student demand letter by this week (all).

**HRMS Project**

John Hurley distributed two "Executive Summary" handouts. OFM has reviewed and approved the purchase of the HR module and is making a recommendation to DIS.

**ACTIONS**

- Send comments to John H. and Aaron regarding the HRMS Executive Summary by Thursday, September 3<sup>rd</sup> (all).

**Draft Goals**

John Carmichael distributed the "First Draft Senior Staff Goals for 2009-10". Goals were assigned to individual Senior Staff members to "flesh out language" and provide "more specific and measurable objectives".

**ACTIONS**

- Email identifying goals with names attached to be sent out to Senior Staff (John C.).
- Send language showing more specific/measurable objective(s) for respective goals to John C. by Friday, September 25<sup>th</sup> (all).

**Next Meeting**

There is no Senior Staff meeting on Monday September 7<sup>th</sup> due to Labor Day. The next meeting is scheduled for Tuesday, September 8<sup>th</sup> at 1:00pm.