

Senior Staff Meeting
June 29, 2009
Meeting Notes

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

Review of minutes

The minutes of the June 22, 2009 meeting were approved.

Additions to the agenda

Allen Toothaker requested the addition of “HR Module” to the agenda.

Announcements

- Theresa Aragon announced that Eddy Brown will take her place on Senior Staff (one year appointment).
- Allen Toothaker announced that the time system goes live July 1st for all overtime eligible staff.
- Art Costantino announced that Wendy Endress gave birth to a daughter (Phoebe) on Saturday June 27th.
- John Hurley announced that his brother recently published a book titled the “Last Bowl of Tea”.

Strategic Enrollment Group Update

Steve Hunter reported that the Strategic Enrollment group met last Friday. Their discussions included three agenda items: Curriculum planning 09-10, Faculty Hiring 10-11, and the Tacoma Campus (growth and enrolling international students). Decisions included the following: move on an additional four faculty lines to accommodate additional students in the fall (last year was 10 lines); recommend faculty hiring based on priorities - including MIT and student demand; and to look strategically at Tacoma prior to making decisions for enrollment growth and international students.

Spending Limitations Follow-Up

Steve Trotter passed out a comprehensive inventory of vacant and new positions and a quick snapshot of what was received from the Vice Presidents. He noted that every month we do not fill a position, it counts as a vacancy and offers flexibility.

Actions:
<ul style="list-style-type: none">• Vice Presidents will discuss open positions at the next VP meeting on Tuesday, June 23rd (Art C., Don B., John H., Lee H.).• Speak with Les about vacancies at the next scheduled individual meetings (Art C., Don B., John H., Lee H.)• Memo to be sent out to campus regarding spending limitations (Todd S., John C., Les P.)

Draft Climate Action Plan

Scott Morgan and Nancy Parkes joined the meeting. Along with Steve T., they gave an update on the draft Climate Action Plan. Scott M. distributed a handout “An Introduction to the College’s (Draft) Climate Action Plan”. Key points of the presentation include the following:

- The group who worked on the plan consisted of the sustainability council, students from both graduate and undergraduate programs, and facilities.
- The college produces 20,000 metric tons of carbon emissions.

- The college cannot use the 11,000 metric tons of carbon sequestration from the forest lands because the commitment indicates that the college will make efforts of neutrality “on top of” existing current efforts (at time of signing).
- While the forest lands cannot count toward the 20,000 metric ton carbon emission reduction, it will in effect make the college “carbon negative” once the goal is reached.
- With the student vote to purchase green power (paid by added student fees), it reduces 8,000 metric tons of carbon emissions for the college.
- With the green power purchases, the new total of 12,000 metric tons of emissions must be reduced to fulfill the commitment.
- Things to consider: Open forum for all to have some input; look at possible scheduling issues (i.e.; facilities); possible reactions from student/faculty/staff for some of the proposed strategies; consider union contracts for proposed strategies; costs, public relations pieces, and administrative structure.
- The final document is due the middle of September.
- The Sustainability Council is working on tying sustainability into admissions/recruitment efforts.
- Next steps: Work on executive summary; fold in public relations pieces; get back with Vice Presidents; bring to September Board meeting.

HR Module

Allen Toothaker noted that if the college chooses to implement an HR module by 2011, the process will need to begin by August/September of this year. It takes approximately 1 year and 4 months to implement the system. If the college misses this window, the earliest implementation will be January 2012. Start-ups for this system always begin on January 1. Purchase of this system will bring the existing budgeting module online, bring payroll in-house, and may require additional staff.

Other

Julie Suchanek and Steve Trotter will switch months for facilitating. Steve T. will cover July and Julie S. will cover August.