

**Senior Staff Meeting
March 15, 2010
Meeting Notes**

Attending: Eddy Brown, John Carmichael, Art Costantino, Susan Harris, Lee Hoemann, Steve Hunter,
John Hurley, Les Purce, Todd Sprague, Ken Tabbutt, Steve Trotter, Laurel Uznanski

Absent: Julie Suchanek

Review of minutes

The minutes of the March 1, 2010 meeting were approved.

Additions to the agenda

There were no additions to the agenda.

Announcements

- Lee Hoemann announced that Amanda Walker was offered and accepted the position of Director of Development. Her first day is scheduled for July 1, 2010.
- John Hurley announced that Patricia (Patte) King has started her position of Public Records Officer. This position is a two year appointment.
- Lee Hoemann announced that Megan Ockewicz has started in her position as the temporary replacement for Amy Lyn Ribera.
- Art Costantino announced that Sarah Works, the new Director of Recreation and Athletics started today. She is spending time with Deborah Miles, CRC Operations Manager who has submitted her resignation. The welcome reception for Sarah W. is scheduled for tomorrow from 9-10am at the 3rd Floor Library Lobby.

Freeze Implementation

John Hurley distributed drafts of a freeze implementation cover letter, memorandum, and exemption form. An email will be sent out on Wednesday to notify the campus of the freeze implementation. John Hurley noted that Vancouver and Portland are not longer considered in-state for overnight travel. He also indicated that OFM has added a prohibition on hiring temporary employees, although it is not included in the legislation. Student employees are excluded from legislation.

Decisions and Actions

- John Hurley to draft an email outlining concerns regarding the OFM prohibition on hiring temporary employees. Text to be forwarded to Les Purce (John H.).

Managing Supplemental Budget Changes

Steve Trotter distributed copies of "Sector Wide Budget Comparisons" and "Work Study and Institutional Funds by Department – Fiscal Year 2008-2009". Steve T. noted that the House legislation calls for salary savings to apply to non-state resources as well. This will include auxiliary accounts and building funds. The divisional reduction plans would have to take this change into account. The bulk of state work study funding is used in academics and during the summer session. The budget planning process will have to consider to what extent the loss of state work study should be back-filled with other funds. This loss of a 75% match will affect funding for 162 FTE and approximately double that amount in individuals. This is a large portion of the college's workforce – 13% of the employee base. The federal funding is approximately the same size as the state funding. Steve asked the group to identify other special initiatives (e.g., accreditation, provost search) that should be included in the supplemental spending plan.

Decisions and Actions

- Forward your concerns with regard to your area and the supplemental budget changes to Steve T. Steve will bundle this information together in one format (all, Steve T.).
- VPs and Les to meet and discuss budget immediately following this meeting (VPs, Les).

Accreditation Team for the Year One Report

Sarah Peterson, Nancy Murray, Julie Slone and Laura Coghlan are currently identified as Accreditation Team members for year one. Ken T. asked the VPs to identify other individuals to serve on the team. The focus will be to develop core themes and look at the strategic plan. The work will be focused on more operational aspects and identify a measurable mission. He noted that the team will change during the 7 year cycle. Year one report is due fall of 2011.

Decisions and Actions

- Identify individuals to serve on the Accreditation Team for the year one report by the end of next week. Provide names to Ken T. (VPs).
- Ken T. to locate information on the previous strategic planning process. Forward information on Les and the VPs (Ken T.).

Enrollment Update

Steve Hunter distributed materials on applicant data to date. He noted there was a strong finish at the first priority date. The college is up 24% in applications and up in all categories, including minority applicants. With the strong numbers of applicants and a higher retention rate, it is time to think about early closure. Early closure will mostly affect community college transfers. Community Colleges have been notified to expect early closure, but no date has yet been given. Steve H. suggested a late April or early May closing date be considered. There may be a possible increase of 100 in the graduating class, but there is no way to have firm numbers at this point. Steve H. indicated that the strategic enrollment group is hoping to lead a discussion on admissions selectivity this summer. He also indicated that it is time re-examine the college's tuition discounting program, perhaps with the support of Noel Levitz, whose analysis formed the basis for the program.

BOT Follow-Up

In response to Les' email regarding the BOT meeting, he has received quite a bit of positive feedback. Many of the replies were concerned with other situations beyond the specific incident. It is important to remember that it was only a handful of individuals that were inappropriate. It was discussed that standards need to be set and conversations should be had with the faculty and the GSU. It is not something to ignore. Creating guidelines and building consensus in the community are key. It was noted that the most inappropriate comments were out of the crowd. Art said that there is a discussion about the GSU forwarding anonymous emails. He said that anonymous emails are in violation of the electronic communications policy.

Decisions and Actions

- Draft a response regarding summer school tuition (Steve T., Ken T., Walter N. and Todd S.).

Goals Update

John C. distributed a copy of the "Senior Staff Goals for 2009-10". He indicated it is time to update and create a finished document.

Decisions and Actions

- Type out a sentence or two about the work going on in for your respective section in the Senior Staff Goals document. Email to John C. by March 31, 2010.

Retreat Planning

The VP retreat is scheduled for May 13th and the Senior Staff retreat is scheduled for May 21st. Details on the time and location are not yet determined. John C. asked Senior Staff to consider what they would like discussed at the upcoming retreats. It was suggested that planning processes (sorting everything out and identify how to manage it), long term planning, accreditation, resource planning, reductions, and looking at the next biennium be included.

Decisions and Actions

- Share topics for the VP and Senior Staff retreat with John C. (all).