

**Senior Staff Meeting
September 13, 2010
Meeting Notes**

Attending: Art Costantino, John Carmichael, Susan Harris, Lee Hoemann, John Hurley, Nancy Murray,
Todd Sprague, Ken Tabbutt, Steve Trotter

Absent: Julie Garver, Steve Hunter, Les Purce, Laurel Uznanski

Guests: Azeem Hoosein

Review of minutes

The September 7, 2010 minutes were approved.

Additions to the agenda

It was requested that a time for questions be added to the agenda.

Announcements

- John C. announced that Les P. was called away for a family emergency. He is expected back tomorrow if no complications arise.
- Todd S. announced that outreach has been made to neighbors. Approximately 11,000 West Olympia households have been sent a mailing inviting them to opt in to participate in a new neighborhood outreach program. The program will disseminate campus information including campus happenings, meeting schedules, sports schedules, etc. Currently 50 individuals have opted in to the program.
- Lee H. announced that the Art of Living event is scheduled for October 10th. Tickets are going fast. Please purchase your tickets online.

Update on Seismic Projects

Azeem H. gave a presentation on the proposed seismic upgrade to the clock tower. The project which is funded 75% by FEMA and 25% by the state was secured by a grant written by Robyn Herring. It was noted that the format in which Robyn submitted her grant has now become the template for FEMA grants. In addition, Robyn's grant request for the seismic upgrade to "A" dorm has also been awarded to the college.

Reid Middleton, architect, gave several options to the Facilities Department for seismic upgrades to the clock tower. The options were narrowed down to steel, new concrete or carbon fiber wrap. After comparing the options, it is proposed that the college move forward with the carbon fiber wrap, as it is cost effective, structurally sound, aesthetically acceptable, and can be completed in a timely manner. The expected timeline as indicated by Azeem is as follows: bid out the 3rd week of October, start of construction mid November, and complete by graduation.

Update on Student Orientation

Art C. distributed "New Student Orientation Week" programs to Senior Staff. Jose Gomez is the faculty speaker. Student Affairs worked with Hillel on making accommodations for the Yom Kippur holiday. On Saturday, housing will host a breaking the fast and on Monday a modified repeat of the Saturday events will take place for those unable to attend due to the holiday. Senior Staff was requested to attend the events, particularly the second welcome event and All Student Convocation on Monday and dropping by housing on Saturday.

Board Meeting and Other Upcoming Events

No major changes have been made to the Board Meeting agenda. The meeting is schedule to begin at 9:00 a.m. on Wednesday, September 15, 2010.

Tuesday afternoon, representatives of the Higher Education Coordinating Board (HECB) (Executive Director and two Board Members) will be on campus to meet with Les P. and our Board of Trustees Chairs. Wednesday will be the Board of Trustees meeting, Convocation, and Faculty Reception. Thursday, the HECB meets and the revenue forecast is released. New Student Orientation starts on Saturday. The VPs, Les P., Steve T., and John C. are planning to meet for a budget discussion Saturday from 1-3 pm, just prior to the start of the Opening Orientation Session.

The following Saturday, Art C. noted that the Geoduck Union is having their retreat. Art C. and Lee H. will participate in the retreat lunch. John C. offered to attend as well.

Decisions and Actions

- Arrange for meeting location for budget discussion meeting on Saturday and send out meeting invite (Susan H.).

Other

There was discussion on communications regarding Governor's Budget announcement. It was decided to list the options that are being considered, but inform that no decisions have yet been made. Indicate that once more information is available, it will be brought forward. Include link to the Governor's release.

Decisions and Actions

- Prepare draft communications for the campus community (Todd S.).

John C. will check on procedures for communicating with the Attorney General's office.

Decisions and Actions

- Provide clear guidance on where questions for the Attorney General's office should be directed (John C.).