

**Senior Staff Meeting  
December 6, 2010  
Meeting Notes**

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

Absent: Julie Garver, Nancy Murray

**Review of Minutes**

The November 22, 2010 minutes were approved with four changes.

**Additions to the Agenda**

Updates on Retirement Incentives and Closures were added to the agenda.

**Announcements**

- Steve H. announced that tomorrow at 8:30am in the Board Room, a beta web site for admissions will be reviewed. Senior staff members are welcome to attend.
- Art C. announced that the Geoduck Union elections are starting today. Nine candidates are running for seven open positions.
- Art C. announced that there was a motor vehicle accident on campus last Friday. A student was driving their car and hit a light pole. There were no injuries.
- Ken T. announced that Nalini Nadkarni was on public TV this weekend.
- Lee H. announced that a new mini fundraising campaign has started. Those donating to the annual fund will be given a gift – a bag of Greener Blend coffee.

**RTaLE**

The RTaLE DTF was recharged last week. By spring, the DTF should have identified detailed models and workload implications. Resources will be needed for implementation, i.e.; portal.

**State Budget Update**

Steve T. distributed a copy of “Various Lists of Ideas Preceding Supplemental Session; Higher Education Analysis Only: Office of Operational Planning and Budget, December 6, 2010”. Steve T. noted that there have been a variety of ideas from the House, Senate and the Governor on how to balance the budget. Many discussions revolve around employee compensation, benefits, financial aid and across the board cuts. Our share of proposed the State Need Grant delay is expected to be between \$1 and \$2 million dollars.

<p><u>Decisions and Actions</u></p> <ul style="list-style-type: none"><li>• Steve H. to update Noel Levitz on possible changes to the State Need Grant (Steve H.).</li></ul>
--



**Management Group Meeting**

The focus of the upcoming Management Group meeting scheduled for Friday, December 10, 2010 will include the following: 1) revised proposed mission statement with core themes (get reaction and feedback; and 2) update on the budget (retirement incentive included). The group will meet on a monthly schedule during the winter and spring quarters.

**Board of Trustee Agenda**

The next Board of Trustees meeting is scheduled for Wednesday, January 19<sup>th</sup>, 2011 which follows the Martin Luther King Jr. Day weekend. A draft list of agenda items was distributed. The update on the biomass gasification proposal will focus on the decision-making process. It is not yet known how the

Board might choose to engage the discussion about the Israel/Palestine conflict. The faculty is planning an education forum offering multiple viewpoints for winter. There is interest in involving the GSU with the forum.

**Decisions and Actions**

- The biomass agenda item will be identified as an update about the process (John C.).
- Check on an academic program to present at the Board of Trustees meeting on January 19<sup>th</sup> (Ken T.).
- Material for Board of Trustees meeting to be finalized and sent to John C. by January 10, 2010 (all).

**Retirement Incentives**

The President's office sent out the request to offer retirement incentives to OFM last week. The draft program to cover faculty was sent to the VPs on Friday for review.

**Decisions and Actions**

- VPs to review and provide feedback on the Retirement, Separation and Leave Incentives documents to Laurel U. by tomorrow (VPs).
- Once reviews and approvals on the Retirement, Separation and Leave Incentives Programs are complete, communications need to be sent out to faculty and staff from the President and VPs (President, VPs, Todd S.).

**Closures**

The group discussed procedures for suspended operations and campus closures. Some individuals did not receive their E2 notices, probably because the notices were flagged as junk mail. It is important to note that there can be contract implications with closures. If the campus is closed the day before a holiday, and an employee is unable to use leave, the employee will lose holiday pay for the holidays. Some department managers closed their departments separately from the campus closure, which creates a variety of problems. The Tacoma campus closes based upon the Tacoma School District decisions with the consultation with the Provost. There was some concern over the power issues in Seminar II. When the power went out there were reportedly delays in reactivating the automatic locks.

**Decisions and Actions**

- Jason W. to touch bases with Art C., John H., and Laurel U. to work on a new updated communication regarding closures and late starts (Jason W., Art C., John H., Laurel U.)