

Senior Staff Meeting
April 18, 2011
Meeting Notes

Attending: John Carmichael, Art Costantino, Julie Garver, Susan Harris, Steve Hunter, John Hurley, Nancy Murray, Ken Tabbutt, Steve Trotter, Laurel Uznanski
Absent: Lee Hoemann, Les Purce
Guests: Ed Sorger, Bruce Sutherland

Review of Minutes

The April 11, 2011 minutes were approved with two changes.

Additions to the Agenda

Memorial Day was added to the agenda.

Announcements

- Last Friday was the New Student Reception at Safeco Field. The turnout was great and the enthusiasm of attendees was high.

Debriefing Tabletop Emergency Management Exercise

Overall, the tabletop exercise went well according to Bruce S. A list of recommendations stemming from the exercise include: 1) better communications with Senior Staff; 2) two updated emergency notebooks to be distributed to each Senior Staff member (one for home); and 3) look at interior rooms for Senior Staff to use as a meeting location during an emergency. Other rooms known to already have back-up power include the facilities conference room and KAOS. It was noted that for the radios to work properly, one person must be outside.

Suggestions and comments from Senior Staff include: A back-up meeting for Senior Staff is needed; initial communication with status updates to Senior Staff from the EOC is vital; a better understanding of the role of Senior Staff in an emergency is needed; back-up communication methods (perhaps text messages by cell phone) are encouraged. The role of academics and support for faculty in emergencies was discussed. Many times students just leave campus without notification. This issue to be considered and plan worked on.

Decisions and Actions

- Consider/look at possibilities for set-up of emergency meeting location for Senior Staff (Bruce S.).
- Two emergency notebooks to be distributed to Senior Staff. Senior Staff to keep one copy at home and the other at work (Senior Staff, Bruce S.).

Budget Communications and Forums

Les P. sent an email out last Friday regarding the student budget forum on Wednesday, April 20, and the all campus forum scheduled for Monday, April 25th. Both forums begin at 3:30pm. Due to the size of the email, the notice was not able to be sent on tescrcr - it was instead sent to the allstudent dl. Art C. is looking to find a student to facilitate the student forum on Wednesday. Les P. will be on stage at the all campus forum on Monday. Senior Staff to be in first couple rows to be accessible for questions.

Decisions and Actions

- Create one pagers to distribute at the forums (Julie G., Steve T., Todd S.).
- Please plan on being at the student forum, if able (all).

- Same set-up for Monday all campus forum – Les P. on stage, Senior Staff nearby to answer questions (all).
- Connect with GSU prior to Student forum on Wednesday (Art C., Steve T.).
- Community suggestions on the budget to be made at divisional levels. Direct individuals to discuss ideas/concerns with immediate supervisors. Online suggestion option will not be used due to time constraints (all).
- When final budget is created – hold hearing about the plans. Include explanation of what is in our control and what is not, and address institutional priorities (all).
- Continue discussion about Monday budget forum at the next Senior Staff meeting (all).

Legislative Update

A special session is expected. The legislators may possibly return Monday or Tuesday after Easter. There are over 70 bills that need to pass to implement the budget.

Memorial Day

On the Thursday prior to the Memorial Day holiday, there will be a reading of names of fallen soldiers on Red Square. This event will take most of the day. An email was sent out today requesting individuals interested in reading names for 15 minutes. Those interested in participating with the reading should reply quickly. There are a limited number of time slots available with some slots being held for external constituencies. Accommodations can be made if an individual would like to read a specific name.

Decisions and Actions

- If you have suggestions on external community members that the college should invite to participate, please email John C. as soon as possible (all).