

**Senior Staff Meeting**  
**June 20, 2011**  
**Meeting Notes**

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

**Review of Minutes**

The June 6, 2011 minutes were approved with one change. The June 13, 2011 minutes were approved as written.

**Announcements**

- Matt Newman, the newly hired Director of Recreation and Athletics will start on July 7<sup>th</sup>.
- Julie G. will apply for the Leadership Thurston County program.
- Two Development Officers have been hired. They will start in July and August. Three more positions will be opening up due to the Gates grant.

**Budget Communications**

The notice of the soft freeze went out over email on Friday. The soft freeze is in place for one year. Compensation communication will be sent out after Wednesday of this week. Budget savings will need to be watched closely on a quarterly basis to make sure the college stays on track.

Decisions and Actions

- Communication regarding compensation to be sent out after Wednesday. Key points include: this is a recommendation to the Board of Trustees, implementation of 3% compensation cuts; this is a one-year plan (Todd S.).
- The VPs will continue discussions regarding voluntary leave without pay at tomorrow's VP meeting (VPs).
- List of classified and exempt positions cut with vacant position titles to be prepared and forwarded to Laurel U. (Steve T.).
- Draft a letter of communications to parents and alums (Todd S.).

**Board of Trustees Agenda**

A draft annotated agenda was distributed for review. The official start time is still to be determined. The budget presentation will briefly summarize the material presented in May and June. There will be a working lunch at this meeting. The Governor is in the process of choosing a new Student Trustee. The appointment may be made prior to the meeting, but that is yet to be determined. A special phone Board meeting is expected in August.

**Planning Work in Follow-Up to Legislation**

Julie G. reviewed the Legislative Follow-Up matrix sent via email. Several items need a point person designated. Some deadlines are fast approaching.

Decisions and Actions

- Check with colleagues regarding whether their institution will include additional items to the institutional performance plan (Julie G.).
- Specific language on transfer credits to be sent to Senior Staff (Julie G.).
- Matrix to be updated, sorted by due date and sent to Senior Staff (Julie G.)