

**Senior Staff Meeting**  
**April 30, 2012**  
**Meeting Notes**

Attending: John Carmichael, Art Costantino, Susan Harris, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Steve Trotter, Laurel Uznanski, Michael Zimmerman  
Absent: Julie Garver, Nancy Murray  
Guests: Aaron Powell

**Review of Minutes**

The April 23, 2012 minutes were approved as written.

**Announcements**

- It is week 5 of spring quarter. Please provide summary reports before Memorial Day.
- Jimmy Wussler has announced he is retiring June 30, 2012.

**Decisions and Actions**

- Provide summary reports to John C. by Memorial Day (VPs).

**IT Budget Request**

Aaron Powell gave an overview of the IT budget request. A document listing the priorities was distributed. The IT priorities include: 1) Two Factor Authentication; 2) Identity Management (IDM); 3) Archiving; and 4) Online Records System (ORS). The three areas of current focus include the ORS, 2 Factor Authentication, and IDM.

IT is talking to potential vendors to learn more about the options. An RFP will need to be completed for projects over the limit. The cost to build a module for ORS is lower than the cost to purchase pre-made program and make modifications. Hiring is being assessed for the ORS project and is expected to be completed in July. A reserve budget request will need to be completed prior to the hire.

**Finalizing Board Agenda and Materials**

John C. distributed a draft agenda for review and discussion. The agenda will be finalized tomorrow. Art C. distributed the recommendation that will be presented to the BOT for the Entering Student Fee. He noted that all 4-years have an orientation fee, which includes transfer students. The recommendation is \$175 for students entering in fall and \$45 for winter and spring. If approved by the Board of Trustees, financial aid will need to be repackaged. It is estimated that repackaging will require two weeks work for one person. A copy of the Sustainability Council update was distributed for review. A copy of the BOT operating budget request was distributed and discussed.

**Decisions and Actions**

- Provide comments for the Board of Trustees sustainability report to John C. today (all).
- Student Affairs Board Tier 2 update to be given by Art C. (Art C.).
- Add resolutions to the agenda (John C.).
- Make changes to the budget request as noted in Senior Staff (Steve T.)
- Any suggestions for the operating budget request to be sent to Steve T. today (all).
- Michael Z., Art C., and Steve T. to meet and discuss the narrative components on the budget request today (Art C., Steve T., Michael Z.).

**Other**

Steve H. will move into facilitator role next week.