

Senior Staff Meeting
June 1, 2010
Meeting Notes

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

Review of minutes

The minutes of the May 17, 2010 were approved as written and the minutes of the May 24, 2010 meeting were approved with one change.

Announcements

- Steve Hunter announced that the University of Washington has moved up its registration deadlines by one month.

Staff Representative to the Board

John Carmichael sent out a notice regarding the open position and has received two responses to date. He asked that senior staff encourage classified and exempt staff members to apply for the position.

Decisions and Actions

- Encourage both classified and exempt staff to apply for the open position of Staff Representative to the Board (all).

Reporting on Boards and Commissions

E2SHB 2617 raised reporting standards on all boards and commissions of state agencies. The new requirements apply to the BOT and any other group created by a state agency that includes external stakeholders; meets two or more times a year; lasts longer than 12 months; and/or is involved in a policy, planning, or acts in a coordinating or advisory capacity. Reporting is due July 15. John C. asked senior staff to review groups, committees and boards in each individual department and evaluate whether they will need to be reported. After initial brainstorm, groups to be considered include: Friends of the Library, Alumni Board, and the Unsoeld Advisory Committee.

Decisions and Actions

- John C. to email out the language describing the criteria for groups falling under ESHB 2617. Consider whether groups, committees or boards in your respective areas would fall under the criteria. Be prepared for further discussion that will occur at the next Senior Staff meeting (all).

Board of Trustees Agenda

John Carmichael distributed the draft BOT agenda for review and provided an overview of the budget and planning work sessions were given. Steve Trotter said that a maintenance level budget for 2011-13 will be requested. Maintaining current services for the current level of enrollment will require an additional 10%-11% in funding. The planning work session will include preliminary ideas from the accreditation workgroup and an update on strategic plan indicating how BOT can be involved.

A draft dashboard was distributed to Senior Staff for review and discussion. The dashboard, as requested by the BOT, is a one page document that will be updated quarterly. This is a draft document and content may be revised in the future. It was decided to try current content for one year. The first dashboard is planned to be completed in the fall.

The group discussed the capital budget request. The Biomass Gasification plant could involve funding from multiple partners: the state department of commerce grants, state capital funds, college reserves,

and student commitment from green energy fees. A request of \$11 million will be made of the state for the project. State funding will be the last dollar in – state contribution will be reduced if other funding is secured. Due to the timing of grant deadlines and budget requests, funding requests for the project must be made prior to the conclusion of the feasibility study and final decision to move forward. If funding requests are not made at this time, a delay of over three years could occur. If the feasibility study shows that the project is flawed, the project would be canceled and funds returned.

A neighborhood meeting is planned to be held within the next few weeks. Things that would be helpful for communication: a side by side comparison showing TESC biomass plant vs. Shelton biomass plant; increased sustainability council involvement; involving faculty such as Cole, Knapp, Henderson and Przybylowicz; and stepping up outreach/visibility (open meetings, emails, tabling, give timeline). Scott Morgan will be sending out an email addressing specific questions that he received from the initial Biomass email. The feasibility study will be complete in fall 2011.

Decisions and Actions

- Email John C. with any changes you would like to see on the Dashboard by end of the day tomorrow (all).
- Meet to discuss Biomass Gasification (Les P., Todd S., Steve T., Julie S., Ken T., John H., Art C.).

Campus Climate

Four students have been identified as involved with the chalk graffiti on campus. One of the students claims that the chalk graffiti was part of a class project. This assertion is being checked on. Costs are associated with the clean up and may run in the thousands. The students have been given the option of cleaning up immediately or paying for the clean up. This provides an opportunity for the students to learn and be accountable for their actions.