

**Senior Staff Meeting
September 7, 2010
Meeting Notes**

Attending: John Carmichael, Julie Garver, Susan Harris, Lee Hoemann, Steve Hunter, Les Purce, Todd Sprague, Ken Tabbutt, Steve Trotter, Laurel Uznanski
Absent: Art Costantino, John Hurley, Nancy Murray
Guests: Ladonna Herigstad, Azeem Hoosein, Walter Niemiec, Paul Smith

Review of minutes

The August 30, 2010 minutes were approved with two changes.

Announcements

The bookstore has moved items into the CAB.

Capital Projects Designs

Matt Lane from McGranahan Architects presented the proposed architectural plans for the Com building. Changes may be made dependent upon budget. The current plans will be presented to the Board on September 15. He indicated that the changes to the building focus on the following areas: 1) enhance program space; 2) upgrade utility and technology infrastructure; 3) increase energy efficiency; and 4) improve identity and way finding. The architectural plans showed changes for floors 1-3, with no changes for the 4th floor. All upgrades are internal. It is expected that the building will be shut down for 1.5 years. The performing arts programs will be utilizing rooms in other buildings and there is talk with SPSCC regarding use of their performance space.

The first floor of lab one received silver LEED certification.

Strategic Enrollment Group Recommendations

Steve Hunter reviewed the recommendation of the Strategic Enrollment Group. He noted that the enrollment reduction scenario "did not pencil out". The recommendation from the group is 4500 AA FTE with a 23% nonresident mix for the 2011-13 biennium.

The college will move forward with the Noel Levitz contract. Key areas of analysis will include 1) where we are fitting into the marketplace; and 2) a four year model for tuition and revenue. It is hoped the data will be back for 2011 awards.

Retirement Plans

Laurel U. reviewed draft proposals related to voluntary retirement incentive plans. The proposals were prepared at the request of the VPs to assess viability of implementation. Ladonna Herigstad was available to answer more detailed questions. The plans were developed under OFM guidelines and fashioned after similar programs implemented at WWU, SPSCC, EWU and WSU. If a decision is made to move forward with one of the options, we will need to approval from DRS, OFM, and possibly the Board of Trustees.

Decisions and Actions

- Laurel U. to continue working with OFM and gain additional details from other colleges on voluntary retirement and incentive programs (Laurel U.).
- Vice Presidents to continue discussion at the next VP meeting regarding the viability of voluntary retirement and incentive programs (VPs).

Legislative Work and Candidate Forum

Julie G. distributed a handout on legislative work. She gave an update on legislative meetings to date, legislative meetings in the future, formal responses to concerns and informal conversations.

The candidate forum is slated for October 13th from 3-5pm in the Recital Hall. Invitations have been sent. The forum is sponsored by the Friends of the Library, the League of Women Voters and the Government

Relations office. It is planned to advertise the event at other local campuses such as SPSCC and Saint Martin's University. The focus of the forum is on students, faculty and staff. Logistical details are still being worked out.

Upcoming Events

The Board of Trustees meeting is scheduled for Wednesday September 15, 2010 in the Board Room. John C. distributed a draft agenda for review. He noted that Convocation is planned during the middle of the meeting at 11:30am in the CRC

Student Convocation is scheduled for Monday September 20th, 2010 from 10:30 to noon in the CRC.

The Academic Retreat is scheduled for Thursday and Friday September 16th and 17th, 2010. The HEC Board presentation conflicts with the Academic Retreat, as it is scheduled for Thursday September 16th at Highline Community College.