

Senior Staff Meeting

June 27, 2011

Meeting Notes

Attending: John Carmichael, Laura Coghlan (for Ken Tabbutt), Art Costantino, Julie Garver, Susan Harris, John Hurley, Steve Hunter, Les Purce, Steve Trotter

Absent: Lee Hoemann, Nancy Murray, Todd Sprague, Ken Tabbutt, Laurel Uznanski

Announcements

- Les P. attended the COPLAC annual meeting in Camrose, Alberta. There was a great turnout. The focus was on international students and travel. Next year's annual meeting will be at Virginia Wise with the theme of ongoing global mission.

Emergency Plan

In follow-up to a previous Senior Staff meeting, John C. asked if the Comprehensive Emergency Management Plan should be placed on a future agenda. Not all Senior Staff members had the time to review the entire emergency plan.

Decisions and Actions

- After review of the emergency plan, inform John C. if you would like to add the topic to an upcoming Senior Staff meeting (all).

Board of Trustees Agenda

A draft annotated agenda was distributed for review. The packets will be mailed out this Wednesday. The executive session will include the annual evaluation of the president and a bargaining update. The next regular Board meeting is scheduled for September 19th which includes Convocation. There may be a special phone Board meeting in August.

Decisions and Actions

- Look into the possibility of obtaining a consultant for the bargaining team by July 20th, so the Board can be presented with the full list of names for the exempt staff union bargaining team (Art C.).

Personal Leave Day

The personal leave day is a negotiated benefit allowing for one paid day off per contract year. The question on whether to extend the personal leave day to exempt staff was presented to Senior Staff.

Decisions and Actions

- It was decided by Senior Staff to extend the personal leave day to exempt staff for the upcoming fiscal year as tied to classified union actions.

Budget Planning and Communications

A draft of budget communications has been circulating. There is concern that extending voluntary furloughs is inequitable, as not all staff are willing and able to participate. This places a burden on those who do participate. It was also noted that mandatory furloughs may be instituted if voluntary participation is low. It is important that we convey the importance of voluntary participation to the staff.

Decisions and Actions

- Finalize draft communication regarding budget actions and distribute (all).

Planning Work in Follow-Up to Legislation

The updated Legislative Follow-Up Matrix was distributed for review. Senior Staff added point person(s) to the matrix.

Julie G. distributed a copy of page 9 of E2SHB 1795 related to the performance plan. Four items must be included in the plan, however we can add more if that is the college's preference.

<u>Decisions and Actions</u>
<ul style="list-style-type: none">• Update Legislative Follow-Up Matrix and send to Senior Staff (Julie G.)