

**Senior Staff Meeting  
September 12, 2011  
Meeting Notes**

Attending: John Carmichael, Julie Garver, Susan Harris, Lee Hoemann, John Hurley, Nancy Murray, Les Purce, Todd Sprague, Steve Trotter, Laurel Uznanski, Michael Zimmerman

Absent: Art Costantino, Steve Hunter

Guests: Phyllis Lane, Amanda Walker

**Review of Minutes**

The August 29, 2011 minutes were approved as written.

**Additions to the Agenda**

No additions were made to the agenda.

**Announcements**

- The clock tower retrofit is almost complete. It is expected to be done within the next couple of days.
- The leak in the CAB will be remedied by laying a new barrier with better drainage and topped with pavers. The pavers will not support the weight of vehicles and cannot be driven on. The job should be completed within the next three to four days.
- The floor tiles in the CAB are being refinished and then replaced.
- An interim Auditor (part-time) has been hired to work 20 hours per week. The part time auditor will work through December 2011. A search for a new permanent full-time auditor will begin later this year. Holly Colbert will take on ethics responsibilities during this interim period.
- Paul Gallegos will be taking on Title IX responsibilities.

**Academic Retreats**

The Academic retreat will be held in Tacoma this Thursday and the September Symposium will be held this Friday. Michael Z. gave an overview of the schedule - the Thursday retreat in Tacoma will have a morning session with small group work while the afternoon will be focused on RTaLE.

**Orientation Update**

A copy of the New Student Orientation schedule was distributed to Senior Staff. Orientation will run from September 17-25<sup>th</sup>. The Family and Friends Weekend which gives the college the opportunity to offer hospitality to the families of students starts this Saturday. Highlights of the weekend include the Opening Orientation Session in the Longhouse at 3pm on Saturday and the President's Orientation Brunch at 11am in the CRC on Sunday. The all campus convocation will be held Monday at 10am in the CRC. Kenji Yoshino is the keynote speaker and will be lecturing on his first book "Covering". The convocation is a mandatory event for students. There will be an orientation for Tacoma students the following Saturday.

**40<sup>th</sup> Anniversary**

A 40<sup>th</sup> Anniversary packet and Art of Living invitation were distributed to Senior Staff. A committee comprised of individuals across the campus has been meeting regarding the 40<sup>th</sup> anniversary. May 18, 19 and 20, 2012 are the major event dates. The focus will be on scholarships and planned giving. Other events throughout the year will be tied to the 40<sup>th</sup>

Anniversary. There was a suggestion that Senior Staff participate in a team building activity and make glass art centerpieces for the upcoming Art of Living event.

### **Convocation**

Convocation is scheduled one week from today. Phyllis Lane, Nancy M. and John C. have been working on the plans for this new all-campus convocation. The group is prepared to host 1000 at the event. Bill Ransom will lead the event. Les P. will speak and introduce Kenji Yoshino. Kenji will give his lecture. Marla Elliott will teach the fight song and then Les P. will declare the school year open.

#### Decisions and Actions

- New staff/faculty will be introduced as a group. Names will be listed individually in the program.

### **Board of Trustees Agenda**

A draft annotated agenda was distributed to Senior Staff. The meeting is scheduled for Monday, September 19<sup>th</sup> to allow the Trustees to attend Convocation. The revenue forecast will be out this Wednesday allowing for a budget update to the Board on the following Monday. The Board of Governor's Chair will deliver an update on the Foundation.

#### Decisions and Actions

- Michael Z. will give an update on accreditation at the Board of Trustee's meeting (Michael Z., John C.).
- Consider adding an update on union contracts and an executive session to the Board of Trustee's agenda (John C.)
- Materials needed for Board of Trustees packet by this Tuesday (all).

### **Senior Staff Retreat Follow-Up**

Flip charts for the Senior Staff Retreat were emailed out for review. It was decided to table this discussion until another time.

#### Decisions and Actions

- Senior Staff Retreat discussion was tabled to the first week in October. Please review notes and email John C. with ideas prior to the October 3<sup>rd</sup> Senior Staff meeting (all).

### **Other**

There will be no Senior Staff meeting next Monday due to Convocation.