

**Senior Staff Meeting
September 26, 2011
Meeting Notes**

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

Review of Minutes

The September 19, 2011 minutes were not yet ready for review.

Additions to the Agenda

Time Certification was added to the agenda.

Announcements

The Federal Government has approved the renaming a point of land at the beach. The name Squaw Point is now officially changed to Bushoowah-ahlee Point, as recommended by the Squaxin Island tribe. Maps are being updated to reflect the change. Art C. met with the group who worked on the name change on Friday to plan an announcement and celebration.

Review of Last Week's Events

Orientation: The orientation events this year were well attended. The combined convocation this year went well, and the speaker Kenji Yoshino seemed to be well received. It was noted that there was continuity with the events this year with the theme of diversity. John H. has not yet heard back from his staff on their comments regarding convocation. He will talk to them in the weeks to come.

Board of Trustees Meeting: There is a question on if the Board of Trustees retreat will occur on October 12th as scheduled. The retreat may be combined with the November 7th meeting. John C. will update as he knows more.

Revenue Forecast: State agencies were asked to brace for an additional 5-10% cut. Evergreen submitted a budget reduction plan of 10% to OFM last Thursday. This reduction plan included the 2nd year hold back contingency. The forecast indicates there is a 1.46 billion impact for the biennium. Some parts of the budget cannot be cut, so some state agencies will feel it more than others. A special legislative session will be called by the Governor to start on November 28. Steve T. developed a budget schedule indicating key dates and outlines the busy times ahead and distributed to senior staff. The holiday season will be a busy one with budget issues. Many assume that the November forecast will be worse.

Space Committee Recommendation

The recommendation from the space management Committee was emailed out to senior staff last week. With the COM building off-line, there are fewer options available, and any solution may be temporary. John H. approves these recommendations, however with the multiple departments affected, John H. has asked for advice from Senior Staff so he can make more informed decision on the matter.

Art expressed his concerns regarding the proposed temporary location of the Veterans Center. He distributed material including an email chain involving Art C., Paul G., and Rafael L. indicating the concerns and needs of the center. Specific concerns were made known including; this is a

move for the center – not a new concept. It is not a request for a lounge; it provides many more needed services; it is to be a center – not just offices; concern that the needs for the center are not understood; and the center is valuable in the community. The preferred spaces include the offices on the 3rd floor – 3707 suite and the first floor of the library building - old location of the Market. A suggestion was made to possibly look at adding space by adding office/center space by building off of the previous market location. Amanda W. offered the possibility of moving part of her staff to the Sem II office location to free up the 3rd floor space for the Veteran's Center. While she clarified this was not convenient for her operations, she offered with the understanding it would be a temporary solution.

Decisions and Actions

- With Lee H. and Les P. not present, it was decided to table the space recommendation discussion until they are both able to participate (all).

Student Issues

Flyers that were related to snitching and threatening in nature were put up on campus (copies distributed). A poster was put up calling for a rally on Red Square this Wednesday.

Decisions and Actions

- Prepare joint email for institutional statement regarding threatening and bullying behavior (Les P., VPs).

Time Certification

Time certifications have not been handled in a timely manner by all supervisors. The payroll period ending August 27th had 74 employee time certifications that were not completed. This is an ongoing problem that leads to increased work for the payroll office.

Decisions and Actions

- John H. to send out a list indicating the individuals needing to work on timelier certification practices. VPs to discuss this matter with staff as needed (VPs).

Other

Decisions and Actions

- VPs to share annual divisional goals with John C. by next Monday, October 3, 2011 (VPs, John C.).