

**Senior Staff Meeting  
February 13, 2012  
Meeting Notes**

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

**Review of Minutes**

The February 6, 2012 minutes were approved with one change.

**Announcements**

- Last week the Bias Incident Response team met. Late Friday an email was sent regarding continuing graffiti on campus. Thirteen instances are being reviewed as possible bias incidents. The cost to the campus as it is estimated at \$10,000 for these recent incidents.
- Art C. and Michael Z. met with four Jewish students last week to hear their perspectives on the campus climate.
- The CPJ is now online with no print copies. The CPJ is looking at feedback regarding this change.

**Legislative Update**

The revenue forecast is scheduled to be released this Thursday, February 16, 2012. Rumor is that the forecast will be flat. It is expected the House budget will be released on Friday or the week after, with the Senate budget to follow a week later. The size of the cuts across the four year institutions and CTCs is expected to be \$100-\$150 million.

The HECB and WSIPP legislation look to be going through. The HECB successor agency legislation has passed the House. The WSIPP bill regarding exempt classification policy was pulled out of Rules for Senate floor action. Other bills to watch include the three regulatory relief bills: procurement practices, reporting bill, and capital thresholds.

Steve T. distributed two handouts; *State Support Compared to Tuition, 07-09 (Actuals) to 11-13 (Budgeted)* and *State Funding Reduction Scenarios – Senate*, and reviewed them with Senior Staff. The four-year institutions prefer that any cuts be divided equally across the fiscal years, and that the distribution of the cuts among institutions be based on General Fund support. The CTCs prefer reductions be distributed based on total of General Fund and tuition support.

**Personal Use of College Computers**

Senior staff discussed the ethics rules regarding the use of college computers for private email and checking news sources. There are clear de minimis rules and ethics training is required for staff every three years. It was questioned how to keep faculty updated on the ethics laws. Institutions are unable to overlook/ignore the ethics laws, but are able to define agency work. A DTF is meeting to revisit the college's ethics policy. Any changes will have to be approved by the state ethics board.

**Mid-Year Check-In**

John C. attached a copy of the Senior Staff Work Plans for 2011-12 – Mid Year Update. He reminded Senior Staff that it is week six of winter quarter. Senior Staff reviewed the work plans and made updates as needed.

**Decisions and Actions**

- Les and the VPs to discuss the need to update the non-discrimination policy (Les P, VPs).
- John C. to make revisions to the Senior Staff Work Plans and distribute updated copy to Senior Staff (John C.).
- John H. to talk with Paul Smith regarding offering help to clean up the campus (John H.).

**List of Working Groups**

To better grasp what groups are active and identify what they are working on, Senior Staff developed a list of working groups. The following is the list of groups identified during the meeting.

Retention Group	Sexual Misconduct Policy
Capitol	Lecture Hall Pre-Design
Summer Group	Sustainability Council
Educational Outreach	Collective Bargaining Teams
Student Markets	Faculty Handbook
Diversity and Equity Standing Committee	Legislative Strategy/Community Outreach
Ethics DTF	40 <sup>th</sup> Anniversary Working Group
Scholarship DTF	President's Drug and Alcohol Prevention
	Advisory Group
Technology and Communications	Students in Crisis
Accreditations	Enrollment Coordinating Committee (ECC)
Faculty Hiring Priorities	Wellness Committee
Curriculum Group	Gender Equity Committee
RTaLE Implementation	
SEG	