

## NOTES FROM PRESIDENT'S CABINET

October 13, 2008

Members present: Dr. Ed Brewster, Ms. Diane Carter, Ms. Laurie Clary,  
Mr. Keith Foster, Ms. Donna Fowler, Mr. Dave Halverstadt,  
Ms. Kathee Katainen, Dr. Gary Murrell, Mr. Shane Voss

Absent: Mr. Mark Holm, Mr. George Johnson, Mr. Leon Lead,  
Ms. Sandy Lloyd, Dr. Arlene Torgerson

Others Present: Ms. Sandy Zelasko

### I. Student Concerns and Issues (Mr. Shane Voss)

1. Phones – Students have asked if there are phones on campus other than pay phones for personal use. It was suggested they use phones in the student offices in the 200 building.
2. Raffle – A raffle for a parking spot in the upper campus lot raised \$400.00.
3. Civics Week - Several local politicians were on campus to speak to students.
4. Car Pool Parking – Students are interested in designating parking spots for students who car pool.
5. Legislative Academy – Student government officers will attend a meeting to learn how to present information to legislators.

### II. Faculty Concerns and Issues (Ms. Diane Carter, Dr. Gary Murrell)

Dr. Murrell reported former Governor Mr. Booth Gardner will be on campus Friday speaking in favor of the Death with Dignity initiative that will be on the ballot in November. Opponents of the initiative will be invited to speak at a similar event.

### III. Classified Staff Concerns and Issues (Ms. Donna Fowler, Ms. Kathee Katainen)

Ms. Katainen asked if alternative scheduling offered to faculty would be available to staff. Dr. Brewster responded the purpose of the alternative scheduling is to limit the number of days students have to come to campus. It was noted that some staff have options during the summer to work four ten hour days. That decision is made between the supervisor and the employee. At this time, year-round alternative scheduling for staff is not being considered.

It was noted that Ms. Fowler will replace Mr. Mark Holm this quarter as one of the classified staff representatives to Cabinet. He has a teaching conflict.

### IV. Vice President for Administrative Services (Mr. Keith Foster)

Budget – There is a shortfall in the state budget of approximately \$330M. The community and technical college system will face an \$18M budget cut. GHC's current projected cut is \$277,000. To date, \$180,000 has been identified. The

next revenue forecast will be announced November 19. At that time, cuts could be increased. Dr. Brewster stated none of the reductions identified to date involve cuts in permanent positions that are currently filled. Cuts include equipment, travel, and delaying purchases that had been approved. All open positions are being reviewed to determine whether or not to fill them. Dr. Brewster has asked e-team members to meet with their managers to identify areas in their budgets that could be cut. It was noted that the cuts do not apply to grants and contract funds or capital funds.

#### Capital Projects

- 600 Building Lot – The 600 Building has been demolished and plans for a parking lot in that area have been developed. Because of increasing gas thefts from state vehicles, there will be an area that will be fenced and gated to house them. The remainder of the lot will be designated for parking.
- Repairs at Riverview are almost completed.
- We are getting estimates on gas powered generators that would immediately turn on if the power is out.
- The design phase of the child care center will be completed this winter and construction will begin in May.

#### V. Chief, Human Resources (Mr. Dave Halverstadt)

Positive Time Reporting – The Federal Department of Labor has informed community and technical colleges that all classified staff covered by the master contract will have to turn in time cards every two weeks if they are overtime eligible. They will have to document all hours worked in that time period. An electronic form is being developed. The regulation will probably be implemented in January, 2009.

Personnel Requisition – The personnel requisition form has been modified from two forms to one form. The top half of the form will be for initiating the recruitment process, and the bottom half will be when the applicant is hired.

Employee Handbook – A draft of a new employee handbook should be available for review by February, 2009.

#### VI. President (Dr. Ed Brewster)

Marketing Research – A representative from the CLARUS Corporation presented market assessment results at the all-staff meeting. They will make recommendations that will be incorporated into the college's strategic plan process.

Legislature – Coastal Caucus legislators will be invited to meet with the college's legislative committee on December 1<sup>st</sup>.

Speakers' Committee – The Speakers' Committee met and reported the following:

1. Mr. John Simpson, a faculty member from Pierce College will speak on his experiences in Iraq.

2. A representative from a company that is considering supplying wind energy to our area will be invited to speak.
3. In January, Martin Luther King Day will be celebrated. Speakers are being considered by the committee.