

NOTES FROM PRESIDENT'S CABINET

January 12, 2009

Members present: Ms. Diane Carter, Ms. Laurie Clary, Mr. Keith Foster, Mr. Dave Halverstadt, Ms. Kathee Katainen, Ms. Sandy Lloyd, Dr. Gary Murrell, Ms. Bobbi Rotter, Ms. Gail Winkelman

Absent: Mr. George Johnson, Mr. Leon Lead, Dr. Arlene Torgerson

Others Present: Ms. Sandy Zelasko

I. Classified Staff Concerns and Issues (Ms. Kathee Katainen)

Ms. Katainen reported on the following:

1. Thank you - Staff expressed appreciation to the maintenance staff and ground crews for maintaining the roadways during the recent storm.
2. ATM Machine – Staff are asking if the ATM machine in the HUB is being removed. Mr. Foster replied in the past, interest earned from accounts at The Bank of Pacific offset the costs of maintaining the ATM machine. Now that interest rates are lower, there is a negative balance. Our present bank contract expires 6/30/09. We are currently in the process of going out with a new RFP. It will include the cost of providing an ATM machine on campus.
3. Inclement Weather Policy – There is confusion among classified staff regarding the distinction between inclement weather and suspended operations. Ms. Halverstadt responded that suspended operations are different than inclement weather. Inclement weather is if the weather prevents you from coming to work. That is an individual choice. It is not subject to approval, but subject to being charged vacation time. If the college is shut down, it is deemed suspended operations and the first day of suspended operations is “on the state.” Staff does not have to take leave for that first day. It was noted that the classified contract dictates some of the policies. Dr. Brewster suggested that an e-mail be sent to staff clarifying the distinction between inclement weather and suspended operations.

- II. Faculty Concerns and Issues (Ms. Diane Carter, Dr. Gary Murrell)
Ms. Carter asked about cancelling night classes during bad weather. She cited a situation where custodians were concerned about working their shift and being able to arrive home safely. Mr. Foster will meet with Mr. Miller, who supervises custodians, to clarify procedures. It was noted that the administrator on night duty has the authority to close the campus.
- III. Student Concerns and Issues (Ms. Bobbi Rotter)
Ms. Rotter reported that several instructors were not present the first day of classes which prevented students from being able to get their financial aid forms signed. Ms. Clary said students could come to her office for the necessary signature.
- IV. Vice President for Instruction (Ms. Laurie Clary)
None
- V. Vice President for Student Services (Dr. Arlene Torgerson)
None
- VI. Vice President for Administrative Services (Mr. Keith Foster)
1. Budget – Mr. Foster reported our current budget cut is 4.3% and an additional 1.5% is scheduled for the next fiscal year. The next revenue forecast will be in March. When those figures are revealed, budget cuts could be higher.
 2. Capital - Mr. Foster reminded the group that capital funds are different than operational funds. He reported on the following capital projects:
 - Bids for the child care center will be out by March, 2009.
 - Remodel of the testing center is completed.
 - Parking area where 600 Building was demolished is being completed.
- VII. Chief, Information Technology (Ms. Sandy Lloyd)
None
- VIII. President's Report (Dr. Ed Brewster)
1. Legislative Meeting – Dr. Brewster reported college personnel and board members met with Coastal Caucus Legislators. They had the opportunity to explain to the legislators problems arising from increasing enrollment and declining revenue. The legislators were very supportive of community and technical colleges.

2. All-College Day – February 13 will be set aside as an all-college day for faculty and staff. The theme is technology and the purpose is to provide training to faculty and staff on various software programs, i.e., Angel, Elluminate, Blackboard, and Office 2007.

IX. Chief, Human Resources (Mr. Dave Halverstadt)
None

X. Director, Off-Campus Continuing Education (Mr. Leon Lead)
None