

NOTES FROM PRESIDENT'S CABINET

February 9, 2009

Members present: Dr. Ed Brewster, Ms. Diane Carter, Ms. Laurie Clary, Mr. Matt Crollard, Mr. Keith Foster, Mr. Dave Halverstadt, Ms. Kathee Katainen, Mr. Leon Lead, Ms. Bobbi Rotter, Dr. Arlene Torgerson, Ms. Gail Winkelman

Absent: Ms. Sandy Lloyd, Dr. Gary Murrell

Others Present: Ms. Sandy Zelasko

I. Student Interests and Concerns (Ms. Bobbi Rotter)

Ms. Rotter reported on two new student clubs:

- GHC Spirit club
- GLBTS (reinstated)

II. Classified Staff Interests and Concerns (Mr. Matt Crollard, Ms. Kathee Katainen, Ms. Gail Winkelman)

None

III. Faculty Interests and Concerns (Ms. Diane Carter, Dr. Gary Murrell)

Night Administrator - Ms. Carter reported on a situation where she was trying to assist people at 5:40 p.m. who were looking for a child birth class. She did not know who the night administrator was or where to find the information about the class. The night operator was ill and not on campus. She was able to find Mr. Halverstadt who radioed the custodians who supplied the information. She asked for guidance if the situation occurs again. Dr. Brewster responded that normally the night administrator contacts the evening operator to report his or her location. After discussion, it was decided Ms. Clary would investigate having the night administrator list posted on the web. Ms. Carter asked if the child birth class schedule for the year could be placed on the web. Ms. Clary will discuss with Mr. Wenke.

IV. Vice President for Instruction (Ms. Laurie Clary)

Accreditation – Ms. Clary reported several staff attended an accreditation workshop. She noted the Commission is changing its standards which include a new process that we will be going through in 2011. It is an on-going seven year process requiring one, three, five and seven year reports that all build on each other.

V. Vice President for Administrative Services (Mr. Keith Foster)

State Budget – Mr. Foster stated last week the House passed a bill that would cut the community and technical college system by \$32M for the current year which equals 4.3%. At 4.3%, the State Board could declare a declaration of fiscal emergency. Future revenue projections are expected to be worse than anticipated. At this time the State Board is planning for an 8 – 10% cut to the system. Dr. Brewster added the e-team has reviewed all suggestions employees have brought forward to address anticipated budget cuts.

ATM Machine – The ATM machine in the HUB has been removed.

GHC Alert for Emergencies - Five hundred and forty people have signed up for the GHC alert system that announces campus closures, delays, etc. Work continues on clarifying the messages that are relayed via text messaging, web site, e-mail, TV and radio. There is an effort to have messages posted between 6:00 a.m. and 6:15 a.m.

Capital Update – Mr. Foster reported on the following capital projects:

1. Electrical work to support generators for the kitchen and phone system.
2. Child Care center is in the final design stage. We will go out to bid in late March and construction will begin in April or May. It was noted that 72 of the 135 parking spaces in the upper lot will be displaced during construction and many of those will not be recovered upon completion. Parking alternatives are being explored.
3. Renovation of the 700 building will begin in early May and be completed by Fall.
4. Both the SMART Building and HUB replacement projects are still on the capital project list. It is expected they will both be funded.
5. A storage room at Riverview is being converted to a classroom.
6. A green house will be located on the Riverview site that will serve the master gardener program.

VI. Vice President for Student Services (Dr. Arlene Torgerson)
Board Policy 407 – Student Complaint, Grievance and Grade Appeal Process – Dr. Torgerson asked for a review of proposed revisions to Board Policy 407. Suggested revisions have been reviewed by Division Chairs, Instructional Council. Mr. Lead suggested adding a statement that instructs off campus students to meet with him first. After discussion, it was moved and seconded to approve the revisions including Mr. Lead’s amendment. Motion passed. The revised policy will be presented to the Board of Trustees for approval.

VII. President’s Report (Dr. Ed Brewster)
All-College Day – The College will be closed on February 13. All faculty and staff are encouraged to participate in technology workshops. Ms. Rotter stated student emergency loans are due on the 13th. If the campus is closed it could present problems for students. Mr. Foster will follow up on the issue.

VIII. Chief Human Resources (Mr. Dave Halverstadt)

Mr. Halverstadt presented the following two revised administrative procedures for review:

1. AP 622.02, Leave, Annual, Sickness or Bereavement, Faculty, Exempt Employees – This procedure was updated to bring it into compliance with RCW 28B.50.551(5).
2. AP 701.01 – Staff Development and Training – Changes include:
 - a) Stating the correct WAC.
 - b) Deleting reference that supervisor needs to approve training plan. If the plan does not include any release time, the employee does not need to share their plan with their supervisor. If the plan requires release time, it is necessary to review the plan with the supervisor.

IX. Director, Off-Campus Continuing Education (Mr. Leon Lead)

Hispanic Club – There is an effort to have Hispanic Club meetings available to outreach centers via ITV.

X. Chief, Information Technology (Ms. Sandy Lloyd)

Ms. Lloyd was not in attendance.