

## NOTES FROM PRESIDENT'S CABINET

March 9, 2009

Members present: Ms. Diane Carter, Mr. Matt Crollard, Ms. Laurie Clary, Mr. Keith Foster, Mr. Dave Halverstadt, Dr. Gary Murrell, Ms. Gail Winkelman

Absent: Dr. Ed Brewster, Ms. Kathee Katainen, Mr. Leon Lead, Ms. Sandy Lloyd, Ms. Bobbi Rotter, Dr. Arlene Torgerson

Others Present: Ms. Sandy Zelasko

Ms. Clary chaired the meeting in Dr. Brewster's absence.

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

Instructional Review - Ms. Carter said several faculty are concerned about the instructional review process. Ms. Clary said she would address concerns.

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

All-Campus Day - Ms. Winkelman thanked those responsible for the recent all-campus training day.

Positive Time Reporting – Ms. Winkelman questioned the college requiring classified employees who are eligible for overtime needing to complete time cards each pay period. She read from the U. S. Department of Labor Recordkeeping Requirements that states the following:

Employees on Fixed Schedules: “Many employees work on a fixed schedule from which they seldom vary. The employer may keep a record showing the exact schedule of daily and weekly hours and merely indicate that the worker did follow the schedule. When a worker is on a job for a longer or shorter period of time than the schedule shows, the employer must record the number of hours the worker actually worked, on an exception basis.”

Mr. Halverstadt will seek clarification.

Budget Question – Ms. Winkelman asked why a faculty member is going out of the country Spring Quarter to teach when it will result in having to hire an instructor here to teach his classes. Ms. Clary responded the cost to the college was built into the 2007 budget, and that we belong to a consortium that promotes out of the country travel for instructors and students. The consortium will pay for the instructor's expenses while he is gone. We will continue to pay his salary and \$4,000 for the substitute instructor.

Vice President for Instruction (Ms. Laurie Clary)

Night Administrator - Ms. Clary reminded the group there was concern at the last Cabinet meeting that employees on campus in the evening who need information do not know how to contact the night administrator. She reported the night administrator list is now posted on the college web site. Campus employees will be notified via e-mail.

Vice President for Administrative Services (Mr. Keith Foster)

Mr. Foster reported on February 18 the Governor mandated the following:

- Salary freeze until 2/18/10
- Hiring freeze until the end of this year
- Freeze on service contracts, equipment and out of state travel.

Some local funds, grants and federal funds are exempt. Mr. Halverstadt added if we don't receive funding, we probably will not be able to fund colas or increments. Dr. Murrell stated in the past the trustees have granted increments.

Capital – We are still hopeful to receive funding for the design portion of the SMART Building and pre-design funds for the HUB replacement Building. We will go out to bid on the childcare facility by the end of March.

Mr. Foster stated parking spots will be decreased during the construction of the child care center and after the project is completed. Parking solutions include asking people who park in the upper lot to consider moving to the 600 Building area or the lower lot.

Chief, Human Resources (Mr. Dave Halverstadt)

Hiring Requests – A request has been made to OFM for an exemption to the hiring freeze in order for the college to hire a financial aid director. After review, OFM forwards the request to the legislature. It could be three or four weeks before we receive an answer.

Vice President for Instruction (Ms. Laurie Clary)

Ms. Clary stated for legal purposes the college needs an Operational Policy and Administrative Procedure to deal with copyright issues. She distributed copies of the proposed policy and procedure for review. Mr. Horton, assistant dean for library and media services, will be the point person regarding copyright issues. The policy will be forwarded to the Board of Trustees for adoption at their March 17 meeting.