

Exempt Staff Notes
February 3, 2009

Budget – Dr. Brewster reported the Governor’s Budget is the only budget that has been presented. At this point the cut to the community and technical college system is estimated to be 20.5M. This would mean a 4.3% cut to GHC. It was noted that at 4.3%, the State Board can declare a financial emergency. The Governor’s budget freezes hiring, equipment purchases, and out of state travel. When the Governor presented her budget, the revenue projection was a \$6B short fall. Since that time the estimate has risen to 7 or \$8B. The E-Team is looking at how best to respond to the various levels of cuts.

All-College-Day – The campus will be closed on February 13. Workshops on various technologies will be available to faculty and staff.

Riverview Improvements – Mr. Lead and Mr. Foster reported the following capital projects at Riverview:

1. Storage room in the basement is being converted to a classroom.
2. Improvements to the parking lot.
3. Fencing.
4. Securing a green house from state surplus to aid the WSU master gardening classes.

Financial Aid – Ms. Hibbs reported financial aid is now utilizing a web based software program.

Audit – Ms. Wood stated the exit interview with the auditors showed no findings or management letters. It was a clean report. She has not yet received a report from the Operations Review audit conducted by the State Board last November.

GHC Alert – Mr. Foster said there is an effort to clarify messages that are sent to the media, faculty, staff and students announcing college closures and delays. There is still confusion regarding the difference between inclement weather and suspended operations. Announcements regarding closures and delays will be made as early as possible.

ATM – Mr. Foster reported the ATM machine in the HUB is being removed.

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

1. A generator will be placed in the 100 and 200 Buildings. This will be backup power for the phone system and freezers and coolers in the kitchen.
2. The 700 Building is being renovated. Construction will begin in April and completed by summer.

3. Construction of the new child care center will begin in April or May. During construction, between 100 and 135 parking spots will be eliminated. Many of those spots will not be available after construction is completed. Alternative parking areas are being investigated.
4. SMART Building design and student services pre-design projects are still included in the state capital budget. It was noted that operational funds cannot be used for student areas. Students need to pass a referendum to release funds for construction of student space.

CLARUS – The Project Management Team met and identified ten strategies that required little or no cost and could be completed in the 09-10 year. Annual strategies will be developed each year. Each strategy will have three or four action steps. When completed, that information will be forwarded to the Strategic Planning Committee. Dr. Brewster added that this year we will not have a budget committee. In the past, the budget committee’s purpose was to identify set aside funds. Since there are not funds available this year to fund strategies that cost money, there is not a need for a budget committee. Budget planning will be integrated into strategic planning. Actual planning for the budget will occur in work units. Mr. Lead asked if there was interest the college having a “tag line.”

Ms. Ratcliff reported on the following:

- The recent Student Success Conference was a success. 257 students attended the various sessions.
- Title III is purchasing a program that will make it easier to track Learning Center students and access the SMS system.
- Seventy students attended new student day. A parents’ orientation session was also offered.

Campus Activities – Mr. Svoboda announced the following student activities:

- ASGHC will sponsor an acoustic guitarist.
- A bowl-a-thon fund raiser will be March 7. Proceeds will go to charity.

On-Line Scholarship Application Program – Mr. Potts stated the Foundation has purchased a software program called STARS which is an on-line scholarship application program. It will simplify the process for both students and the scholarship committee.

Winter Get Away Weekend – Mr. Peterson reported the Foundation is sponsoring a mystery get away weekend. The cost is \$50.00 a person and the event is February 26. There will be a drawing and the winner and his or her guest will leave that evening for a mystery destination for three days. The package includes transportation, lodging and \$500.00. Proceeds will benefit the World Class Scholars program.

Evening Administrator – Dr. Brewster reminded the group that when they are serving as night administrator their decisions will be supported by administration. He said if they need assistance with a decision they can call him or one of the vice presidents.

Exempt Descriptions – Mr. Halverstadt said he would like to remove exempt job descriptions from the web. They would be available in the HR office.

Pay Advices – Mr. Halverstadt stated it costs approximately \$3,000 a year for printing and postage for pay advices. He suggested eliminating that service for employees who use electronic deposit. All employees' earning statements are available on the web.

Reader Board – Ms. Hood asked that people inform her when they want an activity posted on the reader board.