**E-Board Committee Meeting Minutes**

**October 5, 2011**

**12:30-2:00 p.m.**

In Attendance: Joe Gryniuk, Heidi Shepherd, Mark Waddington, Jim Howe, George Dalich, Nolan Koreski, Cheyenne Roduin

Absent: Phil Snider

Agenda:

* Last meeting minutes
* Introduce newly elected members
* To facilitate the calling of E-Board & emergency meetings
	+ All officers if not currently using Outlook calendar to begin scheduling class and office time
* Call for Labor and Management committee members including alternates
* Call for Faculty development committee members not required to be Fed. members
* Call for Institute Effectiveness committee members
* Call for program Viability committee members
* Foundation board member
* Division E board members
	+ What is a division and who do we invite to serve/ratified
* Division of labors
	+ constitution committee
* Treasurers report
* other
* set standard meeting dates time location for the year
* adjourn

The meeting began at 12:35PM with looking over the agenda and reviewing notes taken at the Rapid Day Federation meeting.

Need to pick someone to sit on the foundation board for meetings (***Heidi Shepherd*** will consider this position).

1. Introduction of newly elected E-board members:
	1. President – Nolan Koreski
	2. Vice President – George Dalich
	3. Secretary – Cheyenne Roduin
	4. Treasurer – Mark Waddington
	5. President Emeritus – Joe Gryniuk
	6. Members at Large – Phil Snider and Heidi Shepherd

Facilitate calling of e-board works best when we use Outlook for scheduling. Need to decide times for meetings for rest of year. Make sure we schedule our classes and office hours on Outlook so Nolan can see when to call meetings. Nolan suggests meetings once a month. This meeting was called quickly before Nolan and George meet with Dr. Woodall this afternoon. Hopefully this is just a standard meeting to touch base with president. George will fill in Nolan on the outcome of the budget committee meeting before they meet with Dr. Woodall.

- George says we need the chair of the budget committee to make the budget meeting more regular and transparent...need minutes and information.

2. For the program viability committee, ***Mark Waddington*** will volunteer and we will ask ***Janet Schafer*** and ***Mike Clifton*** if they can be on it too. Should look for one more person, mentioned was ***Pat McPherson*** and trying to get newer union members involved.

- Mark mentions that 1.3 million potential cut to instruction (how 23% shakes out).

- RIF decisions start with program viability

3. Labor and management committee (has to be a federation member)- ***Jim Howe*** will do it and thinks ***Phil Snider*** will be on it too. Jim will check with ***Monta Frost*** and ***Grace Lasker*** too.

-Jim Howe recommends ***Marvin Everest for SEM*** (strategic enrollment management)

4. Faculty development committee - takes care of library endowment and exceptional faculty endowment - will approach ***Letty Barnes*** to sit on it, ***Cheyenne Roduin*** volunteers, need one more

-George thinks we should pick what the CORE committees are that we need to make sure we represent the federation. Nolan says we should look at the names of the faculty we have and get together by division to sit on committees. We want to make sure everyone is on a tenure committee.

5. Institutional effectiveness committee-***Jim Howe*** is already on it and he will find out who else is on it.

6. Division of E-board members - these people come to federation meetings and disseminates info back to departments. The @ symbol denotes who we might ask from each division

Nancy: engineering graphics, BTAD, MMDP, @ ***Stacie Chappell*** or ***Jason Sobottka***

Bob: transportation, manufacturing, @ ***Jerry Peterson*** or ***Peter Welty***

Maria: Nursing, PTA, OTA, Dental, Funeral services, Fitness, Medical @ ***Margo Toner*** or ***Roxanne Olason***

Doug: Gen Ed (science, math, psych, engl, social science, humanities, SHSV, horticulture, culinary, baking, child care @ ***Chris Smith*** or ***Pat McPherson*** or ***Jo Nelson***

- Mihaela: ELS/ABE @ ***Sue Kuestner*** or ***Maria Johnson***

Ed: Accounting, CSNT, library, @ ***Jim Howe***

7. Division of labor

-constitution committee

-Nolan gives Mark the official seal to look into having the name changed to our current LWIT name

- get constitutional subcommittee together to discuss caps on dues and finances passed through, name change, what other schools have done with their constitutions

8. Treasurer report - we are well in the black and will have hand out next meeting. Do we want to look into Bank of America and buying CDs or investing some money or look at better bank with better returns. Nolan and George need signature cards too. Mark will look into BECU as a switch for our bank. We have 20 checks left so will need to reorder checks soon and should look into switching before we run out of checks.

Union will look into sponsoring 3people for "faculty for the Future Forum"

Jim Howe will amend the handouts to say union will sponsor people.

George asks if there is anything to discuss with Dr. Woodall?

-George will address shared governance and employee satisfaction survey

-Mark wants notes or transparency about the meeting

-Joe is concerned that Board had editorial rights on employee satisfaction survey

Meeting adjourned at 2:00.

Respectfully submitted,

Cheyenne Roduin