

Senior Staff Meeting
August 11, 2008
Meeting Notes

Attending: Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Julie Suchanek, Allen Toothaker, Steve Trotter
Absent: Theresa Aragon

Minutes

The notes from the previous meeting were approved.

Announcements

- Don Bantz reported that Walter Niemiec's partner, Bobbi Frankel, passed away.
- Julie Suchanek announced that *Marie Claire* magazine has listed Evergreen as the "sexiest" college.

Fund For Innovation

John McLain joined the group to discuss the Evergreen Fund for Innovation. John said that current plan is to announce the competition for grants in the fall, with a timeline and emphasis similar to last year. Last year's emphasis was on projects related to the Strategic Plan. The group agreed with this plan.

<p>Follow-up: We will schedule time on a future agenda to hear an update on the Fund for Innovation projects funded last year.</p>

Enrollment Update

Steve Hunter provided an update on fall enrollment. Overall enrollment continues to be on-target. Resident and graduate student enrollment is down, but non-resident enrollment is up. Steve said that we may stop accepting transfer student applications in the near future. The MPA program has a strong application pool and could admit more students, but this would have downstream implications for faculty lines. Steve said that a decision will be needed soon.

Housing Occupancy

Art Costantino said that 168 students are currently on a waiting list for campus housing. Everyone who met the June 1 application deadline has been assigned a room. The priority is to serve freshmen who meet the deadline and students returning to Housing. Cancellations are common at this time of year, so some of the students on the wait list will get into Housing. Letters are going out to students currently assigned to rooms, reminding them to cancel their reservations if they do not intend to live in Housing.

Senior Staff Retreat

John Carmichael reviewed plans for the August 14 retreat. Les, Allen and Art volunteered to drive.

Convocation

John Carmichael reviewed the outline of the September 15 Convocation program. The program includes recognition of employee years of service. The Vice Presidents will receive certificates and pins for employees in their division celebrating 5, 10, 15 and 20 years of service. The VPs will distribute those in advance of Convocation. Employees with 25, 30 and 35 years will be recognized at the event. Convocation is an opportunity to talk to faculty and staff about the accreditation visit. Todd and John will identify a take-away that can be distributed at the event.

Exempt Compensation Rollout

The VPs' recommendation is on the President's desk. Les will make a decision this week. The group discussed the process for announcing the exempt compensation plan. A general announcement will go to exempt staff describing the plan philosophy and including a Frequently Asked Questions document.

Exempt employees will have individual meetings to learn their new salaries, benchmark comparisons, and placement in the new salary bands.

State Level Planning

Julie Suchanek said that the deadline for proposed performance agreements is extended to September 2. The statewide committee will meet the following week and hear brief presentations from each of the institutions. The NCHEMS report is not likely to be finished before August 25, so there will not be much time to react to that report in the initial proposed agreement.

The capital prioritization committee is supposed to meet this week. The Council of Presidents was surprised to find several two-year and private colleges represented on the committee. The meeting is supposed to be postponed in light of those objections.

Spending Limitations

Les Purce invited the group to discuss the spending limitations currently in place. He asked the Vice Presidents to be cautious in granting exemptions while making sure that critical work continues to get done. The Vice Presidents discussed some of the questions that have come up, including how to handle non-refundable conference registrations, how to treat positions well-advanced in the hiring process, and how to define equipment. The VPs will continue to discuss these questions as they come up to ensure some uniformity across the college. It is likely that some external reporting of freeze-related actions. The VPs' offices will track exemptions, and those records will be centrally collected occasionally.

Campus Leadership Meeting

Art Costantino said that at the VPs' retreat, the group discussed holding an annual meeting each fall so that groups like the Agenda Committee, Geoduck Student Union, and the administration can get to know each other and talk about their agenda for the year. In future years, this might be a day-long event. This year, the event might take the form of a long lunch.

Follow-up: Art will convene a group to plan a fall meeting of campus leaders.
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