

**Senior Staff Meeting**  
**September 8, 2008**  
**Meeting Notes**

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

**Minutes**

The notes from the August 25 meeting were approved.

**Announcements**

- Phyllis Lane reported that the Gear-Up program's grant renewal application was approved. Evergreen will get \$960,000 in Gear Up funding this year and can expect the funding for the next six years.
- Julie Suchanek described issues on the minds of the legislators she has met with recently, including financial aid, "human capital" as economic development, and service to Native American communities.
- John Hurley described recent communications regarding smoking on campus.

**New Student Orientation**

Phyllis Lane described new student orientation programs including pre-orientation programs for some students, the Family and Friends Weekend events, the week-long series of orientation activities, and the Tacoma program orientation. She distributed a list of orientation events that members of the Senior Staff should consider attending.

**Event Policies**

Phyllis Lane distributed the Events Safety and Security Policy that was drafted by the Events Safety Committee last Spring. The committee's report was accepted, but a number of issues remain to be addressed. Phyllis distributed a list of questions and tasks to be addressed. She said that the committee from last Spring plans to continue meeting.

<p><b>Follow-up:</b> Phyllis Lane and John Carmichael will meet to discuss formal adoption of the proposed policy. The Vice Presidents will discuss the list of questions and tasks remaining to be addressed.</p>
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**Board of Trustees Agenda**

John Carmichael distributed the agenda for the Board of Trustees' September 15 meeting. John described problems with the process used last year for selecting the Staff Representative to the Board.

<p><b>Decision:</b> The group agreed to change the process for selecting the Staff Representative to the Board of Trustees. All staff will be invited to apply for the position. John will convene a staff committee to make the selection.</p>
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<p><b>Follow-up:</b> The Vice Presidents will give John Carmichael names of staff members to serve on a committee to select a Staff Representative to the Board of Trustees.</p>
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**Performance Agreements**

Don Bantz said that Evergreen's Performance Agreement Committee will have ten minutes to present the college's draft agreement to the statewide committee this afternoon. Don, Sarah Ryan and Brittany Newhouse will make the presentation. Don will emphasize that the college's proposed agreement is

based on the college's mission, supports the state's goals, and focuses on core funding. Sarah Ryan will speak about faculty compensation, and Brittany Newhouse will speak about student access.

**Campus Connections Meeting**

Art Costantino described the program for the Campus Connections meeting planned for October 3 from 1:00 to 4:00 in the Longhouse. Art, Nancy Murray and a student will facilitate the discussion, which will include student leaders, Deans, and invited faculty and staff.

**Convocation**

John Carmichael distributed part of the script for the Convocation event. He described the order in which the Vice Presidents will recognize staff for years of service.

**Enrollment Update**

Steve Hunter provided an update on fall enrollment. The college received a record number of applications (more than 3,800). Fall enrollment is currently up 88 students compared to last year. He estimates that the college will meet budget goals for enrollment, but will fall short of the full 100 FTE cushion.

**Management Group Schedule**

John Carmichael distributed a proposed schedule of Management Group meetings for Fall and Winter quarters. He also distributed a list of the current membership. The group discussed changes to membership. John will make a special invitation to the Agenda Committee, acknowledging that Wednesday mornings are a difficult time for faculty to attend.

**Ethics Training**

Les Purce said that he would be scheduling ethics training for senior management early in fall quarter. He will ask that everyone make two hours available on their calendars to complete the training.