

**Senior Staff Meeting**  
**March 9, 2009**  
**Meeting Notes**

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

**Minutes**

The notes from the previous meetings were approved.

**Announcements**

- Julie Suchanek circulated an article from Strategize.
- John Carmichael distributed a schedule of final presentations in the Green Studio academic program. Several projects are connected to the Campus Master Plan. Senior Staff members are welcome.
- Allen Toothaker said that ICSEW is conducting a clothing drive on campus. Donations can be dropped off at the Human Resources office.

**Cost-saving ideas**

Collin Orr presented three proposals for reducing costs and saving labor.

- Credit Card Payments. The college currently accepts payments by credit card, paying a fee on each transaction that averages 1.8%. The lost revenue totals \$250,000 each year. He proposed contracting with a third-party to process credit card payments. The college would receive the full value of the payment. The third-party would charge a fee to people paying by credit card.
- E-refunds. The college could offer students the opportunity to receive financial aid checks by electronic deposit. The change would save some money and considerable labor each quarter.
- Electronic payroll advice. The college could stop printing paper payroll slips for employees who are paid by direct deposit. Business Services has taken steps to improve the Web-based system that employees can use to look up payroll detail on-line.

These proposals will return to the Senior Staff next week for a decision.

**Legislative Update**

Julie Suchanek reported that the legislature is spending time on the floor working toward cut-off deadlines. She asked the group to review to the latest list of active bills and respond as needed. She said that the Senate operating budget is expected on March 26. Trustee confirmation hearings are scheduled for March 20.

**HEC Board System Design Study**

Don Bantz reported on the first meeting of the System Design Study group. He distributed the list of Study Questions that the group will respond to.

**College Endowments**

John Hurley reported on endowments held by the college rather than the Foundation. That money is invested through Merrill Lynch in a mixed portfolio. Those investments did not grow as much as the Foundation's UW investments and has not declined as rapidly. Some of the college endowment accounts are near or below the minimum level for spending. The shortfall for the current year is \$10,000 to \$15,000 and can be made up. Some consultation with the Foundation Board will take place about what to do for next year.

### **Union-Management Update**

Don Bantz distributed the letter that the United Faculty of Evergreen presented at the February 25 Faculty Meeting regarding the budget process.

### **SPSCC Collaborations**

John Hurley said that he met with his counterpart at South Puget Sound Community College about areas where the two institutions might collaborate and save money. SPSCC is interested in exploring collaborations for Information Technology, Purchasing and Printing. SPSCC will take the lead in these areas and Finance and Administration will respond. They also expressed interest in using Evergreen's Sign Shop. John has asked Paul Smith to take the lead and contact his counterpart at SPSCC. The community college is also interested in sharing health and counseling services. John asked Steve Hunter to pass this on to Phyllis Lane, so that Phyllis can contact Rhonda Coates. John said that other ideas for collaboration would also be welcome, especially from Academics.

### **Enrollment Communications**

Todd Sprague said that the Strategic Enrollment Group discussed the need for a communication to students assuring them that the curriculum for 2009-10 will be delivered. Todd will draft a message to be sent out this week.