

**Senior Staff Meeting  
September 8, 2009  
Meeting Notes**

Attending: Don Bantz, John Carmichael, Susan Harris, Steve Hunter, John Hurley, Todd Sprague, Julie Suchanek, Allen Toothaker, Steve Trotter

Absent: Art Costantino, Eddy Brown, Lee Hoemann, Les Purce

**Review of minutes**

The minutes of the August 31, 2009 meeting were approved

**Additions to the agenda**

The addition of Constitution Day by Julie Suchanek, HRMS Implementation by John Hurley, and Accreditation by Don Bantz were made. It was noted that the agenda item of Latino Youth Summit has been moved to the next Senior Staff Meeting scheduled for Monday, September 14<sup>th</sup>.

**Announcements**

- John Hurley announced that FEMA has approved funding to retrofit the clock tower. FEMA will provide 75% of the funding, while the state of Washington and The Evergreen State College will be responsible for 12.5% each. The project must be completed within the next two years – between the dates of August 26, 2009 and August 25<sup>th</sup>, 2012.

**HRMS Implementation**

John Hurley announced that a new HRMS Executive Summary has been completed. He distributed the updated document to Senior Staff.

**Accreditation**

Don Bantz distributed a letter from the Northwest Commission on Colleges and Universities (NWCCU). Feedback on the new standards is requested by October 15, 2009. It will be decided at a later date as to who will attend the regional meeting.

**ACTIONS**

- Don Bantz to email KPPs to request feedback on the new accreditation standards (Don B.)

**H1N1**

Todd Sprague and Elizabeth McHugh gave an update on H1N1. An email was sent to faculty, staff and students earlier this week. A letter, providing similar information will be mailed to parents by the end of the week. Included in the letter to parents is a suggestion to send a flu kit with students. An online tracking system will be implemented to assist in tracking numbers of ill individuals and to help limit the incoming phone calls to the Health Center. The Health Center is working on vaccine campaigns to encourage individuals to get flu shots, both H1N1 and seasonal flu.

**BOT Agenda**

John Carmichael distributed a draft BOT agenda to senior staff. He noted that all eight of the Board of Trustees is expected to attend. It was suggested that Spending Limits/Governor's Message and Student Demands Update be added to the agenda.

**ACTIONS**

- Steve Trotter to send outline of climate Action Plan BOT presentation to the Senior Staff (Steve T.)

**Enrollment Update**

Steve Hunter distributed an enrollment update to Senior Staff. A narrative was included with the materials. The handouts highlighted that it is another record year of enrollment, there is an increase in returning students, new student registration is down slightly, the Tacoma and Graduate programs are also strong, and net student access is likely restricted for winter and spring. The group discussed the pressures and obligations that lead to high enrollment and the challenges it presents.

**Constitution Day**

Julie Suchanek noted that Constitution Day is September 17<sup>th</sup> of this year. She reminded Senior Staff that the day must be recognized to receive Title IV funding. Past observance practices were discussed within the group.

**ACTIONS**

- Julie Suchanek to review the requirements of Constitution Day observances and identify what other institutions are currently doing to observe the holiday. Julie to update Senior Staff (Julie S.).

**Other**

It was suggested that Pandemic Plan and Accreditation be added to a future agenda.