

**Senior Staff Meeting  
November 25, 2013  
Meeting Notes**

Attending: John Carmichael, Julie Garver, Wendy Endress, Susan Harris, Steve Hunter, John Hurley, Nancy Murray, Les Purce, Todd Sprague, Steve Trotter, Laurel Uznanski, Michael Zimmerman  
Absent: Lee Hoemann

**Review of Minutes**

The minutes for the November 18, 2013 meeting were approved as written.

**Additions to the Agenda**

Power Outage and Assembly Days were added to the agenda.

**Announcements**

- Nancy M. was wished a happy birthday.

**Strategic Planning**

SPSCC: South Puget Sound Community College representatives will be visiting Evergreen within the next month to discuss their strategic planning and seek input.

Next Steps for Evergreen Planning: A Strategic Planning document was distributed for review. This document was shared with the Board of Trustees at the last BOT meeting. Five thematic areas include 1) teaching and learning; 2) recruitment and retention; 3) faculty and staff recruitment, development and retention; 4) physical resources and technology; and 5) fundraising, development and community partnerships. Within each theme the following will be identified: work to accomplish in 4-5 years and additional work that would require new resources. The Board of Trustee members were struck by the number of faculty and staff who are, or soon will be of retirement age. The strategic planning steering committee members will be appointed by the end of this calendar year.

Maguire Update: Information regarding the Maguire scope of work was distributed for review. Maguire is in the process of compiling the data into a meaningful report. Reports to include a student recruitment and communication study and a pricing and aid study. The reports are expected by the second week of January. The reports will not answer all the questions we have.

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| <u>Decisions and Actions</u> |
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| <ul style="list-style-type: none"><li>• Send workforce data to Senior Staff members (John C.).</li></ul> |
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**Board of Trustees in January**

A copy of the Trustee agenda planning document was distributed. John C. reviewed the document with Senior Staff. He indicated that he is working on a public comment policy and will be meeting with Tom Mercado regarding GSU and S&A interactions.

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| <u>Decisions and Actions</u> |
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| <ul style="list-style-type: none"><li>• Send a copy of the annual audit plan to Steve H. (John C.).</li><li>• Develop plan for Civic Institute portion of the BOT meeting (Michael Z.).</li><li>• Work on possible master plan presentation for the BOT meeting (John H.).</li><li>• Add Maguire to the BOT agenda (John C.).</li><li>• Add Strategic Planning Charge to the BOT agenda (John C.).</li><li>• Talk to unions about timelines and get back with John C. (Laurel U.).</li></ul> |
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**Power Outage**

There was notice of a temporary power outage sent via email to the campus. The emails were not sent through normal emergency notification channels. Senior Staff discussed the process and events that occurred.

**Decisions and Actions**

- Speak to Bruce Sutherland regarding the power outage and emergency operations plan (John H.).
- Review emergency procedures policy (Todd S.).
- Any new information learned to be forwarded on the Todd S. (all).

**Assembly Days Update**

Julie G. and Les P. met with several legislators over Assembly Days last Thursday and Friday. The revenue forecast came out last Wednesday and is essentially flat. In addition 2015-17 is expected to be flat as well. WSAC is rolling out a 10 year roadmap and Pay it Forward is still being discussed. Our technical request was well received and the College's veterans work is being noticed. John C., Julie G. and Steve T. continue to work on incentive funding. Julie noted that there is discussion regarding changing all Washington State K-12, community colleges, and four-year colleges and universities to a semester system. It is believed the semester system has better throughput and is more cost effective. It was noted that there would be a cost associated with changing from a quarter to a semester system. A town hall meeting to speak with faculty regarding this potential change is expected in January 2014.