

**Senior Staff Meeting  
May 4, 2015  
Meeting Notes**

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

**Review of Minutes**

The April 20, 2015 and April 27, 2015 minutes were approved as written.

**Announcements**

- There are five candidates for the Associate Vice President for SASS position interviewing on campus this and next week – today, Tuesday, Thursday, Friday, and next Monday. Senior staff members were encouraged to participate.
- The Evergreen Entrepreneurs Symposium is being held tomorrow in the COM building at 4:00pm.

**Revision to the Board of Trustees Agenda**

The meeting will be one day only on Wednesday, May 13<sup>th</sup>, preceded by the College Recognition Dinner the evening before on Tuesday, May 12<sup>th</sup>. The Board will make time during the meeting to continue to discuss the draft strategic plan – presentation is not required. Time is being made available during public comment for students to address LGBTQ and sexual violence issues. This time is made available at the request of the Student Trustee, Nick Wooten.

**Revision to Orientation Week**

A recommendation has been made to reduce the number of days for the orientation program from nine days to six days. This change reduces the days of orientation by three full days and changes the move in day from Saturday to Tuesday. The Vice Presidents have considered the recommendation and are supportive of the plan. The new schedule would begin in fall 2016.

**Decisions and Actions**

- Les P. to weigh in on the recommendation prior to moving forward (Les P., Wendy E.)

**Academic Statement Initiative Holds**

Michael Z. briefed Senior Staff on the status of holds due to students not yet turning in their academic statement. Michael Z. indicated that the current number of 3065 students required to complete academic statements may overstate the problem. Michael outlined the following considerations: many/most students who do turn in a statement will do so at the last minute; some students are not planning to register for high-demand programs and may be unconcerned with turning in the statement by the first day of registration; students who have left but have not officially withdrawn are included in this number; and some have drafted a statement but not turned it in yet. Many methods of outreach regarding the importance of turning the academic statement in have been made through targeted emails, faculty, greener commons, tabling at events, and RAD. An announcement will show on the green screen as well.

There was discussion on how make an instant remedy on the registration hold page, so that students who encounter a hold can resolve it quickly. As there will not be 100% compliance, it is important to have a plan in place to assist students. New requirements will always have a learning curve. When looking at data after this first run, it is important interpret the data with all these things in mind.