

Senior Staff Meeting

July 20, 2015

Meeting Notes

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

Announcements

- Les P. will be sending out a communication announcing the title change and change of responsibilities for John Carmichael. John C. will now hold the title of Chief of Staff to the President and Secretary to the Board of Trustees. Additional duties include the following: President's Staff will now report to the Chief of Staff rather than the President, and increased labor relations management responsibilities.
- Certificates for the Washington Emergency Management training were distributed to Senior Staff.
- The TRIO grant was renewed for an addition five years through academic year 2020, for 1.5 million dollars.
- We are currently recruiting for the next Staff Representative to the Board of Trustees. Senior Staff were asked to nominate individuals that would be a good fit for the position.

Additions to the Agenda

No additions were made to the agenda.

Enrollment Update

Steve H. distributed updated information on enrollment. The college is currently running about 400 applications more than the same time last year and we are up in the transfer market by 14%. Registration is up by 102 – slightly up from the same time last year. With the additional numbers, academics is feeling pressure on the curriculum. However, we are still far from the legislative budgeted amount of 4213. New registered students were sent an email that included a code to order their copy of the common read “Thinking in an Emergency.” The publisher will mail the books directly to the students this year.

Senior Staff discussed the results from purchasing the names for targeting prospective students. Results were mixed. In state names (60-70 applications with 18 enrollments) and names that were in the prospect pool (80 enrollments) had higher results than the out of state list (20 applications with two enrollments).

<u>Decisions and Actions</u>

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| <ul style="list-style-type: none">• Do not close down applications early (Steve H.). |
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Fall Events

The third and fourth week of September will be busy with a years of service event 9/15, academic retreat 9/16-9/17, Board of Governor's Retreat 9/18, student move-in weekend 9/19-9/20, O-Week 9/19-9/27, Convocation/Board of Trustees Meeting/Fiber Arts Studio groundbreaking 9/21, and a Clambake/George Bridges' first day 10/01.

The Years of Service event is being reimagined this year. The event being held 9/15 will be a fall kick-off event that includes recognition for new employees and acknowledging years of service. A committee is working on the details.

Both the Years of Service event and the Clam Bake will take the effort of many to make successful. Extra help at these events would be appreciated.