

Senior Staff Meeting
June 22, 2009
Meeting Notes

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

Absent: Theresa Aragon, Lee Hoemann

Review of minutes

The minutes of the June 8, 2009 meeting were approved with one correction.

Additions to the agenda

No additions to the agenda were requested.

Announcements

Allen Toothaker announced that a new addition to the classified contract allows for a pre-tax credit on parking charges. This credit will be extended to all employees and will begin in July. This is an optional benefit. Employees who choose not to have the parking charges as a reduction, rather than a deduction, must opt out through the parking office. Estimated savings per employee is approximately \$1 per month.

Enrollment Update

Steve Hunter reported that we are slightly up on resident applications, community college transfer applications and in-state transfers. However, there is a shortfall on non-resident applications and a large drop among high school students. It was noted that some recent graduates have indicated that they will be staying on to continue their education and obtain a BS in addition to his/her BA degree. There was concern from Steve H. that with the numbers of senior students enrolled for next year, that there may be a drop-off of student numbers in spring due to completing early. Of the options considered, the decision was to accommodate the demand for fall and adjust as necessary through winter and spring admissions.

We should consider who we serve, who we would like to serve and how should we serve them. Enrollment should be looked at strategically. Specific issues discussed and should be considered include recruitment of students of color, international students at the Tacoma Campus, and support for programs. These discussions should occur within the strategic enrollment group.

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| <p>Decision: Accommodate the demand for fall and adjust as necessary through winter and spring admissions (Steve H.).</p> |
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Graduation Debrief

Steve Hunter indicated that he felt that graduation went well and noted that about 900 walked. He recognized that many of the chairs were unused and will consider adjusting the number in the future. This year there was no rehearsal and it did not seem to affect the flow of the event this year. The media stage was moved this year to allow for better viewing for the audience. It was set up in the middle and lowered relative to last year.

He commented that one person did fall off the steps at the circle. He noted that there have been several near misses in the past. Suggestions were made to help minimize the risk and include the following: post a sign that states "watch your step", have everyone use the ramp, and have someone at the stairs to assist individuals. The suggestion to only use the ramp was one that caused concern and many felt that "bottle necking" would occur and disrupt the flow.

Steve H. also mentioned that there was an individual that had a seizure in the Library building during the graduation. The medical vehicles were able to get to the location with relative ease; however we should

consider this issue for future events and plan accordingly to have available access for emergency situations.

Other comments made about graduation included the following: the Geoduck singers did very well, many graduates did not return to their seats (it was recognized that it was a very hot day and very uncomfortable for the graduates in the sun), there was a great front page article in the Olympian regarding graduation, and it seemed like less people were on red square this year.

Super Saturday comments included that there was a letter to the editor in the Olympian indicating that students should have the right to party, the farmers market saw an increase in business, and a local restaurant saw a drop in business on Saturday.

Discussion surrounding the possibility of a "back door" out of the parking lots to allow for better traffic flow was discussed. It was suggested that punching out some access roads directly from B lot to Evergreen Parkway be considered. The road would be controlled by the college and only unlocked and used as needed (such as large events to allow for better traffic flow).

Board of Trustees Debrief

John Carmichael stated that the board meeting went well. The Board is working hard to take on fiduciary actions using a strategic lens. He noted that the upcoming meeting is coming up quickly and the agenda will be mailed out next week. Les noted that Chair Paul Winters will be out for some time due to health issues. He also mentioned that we are still waiting for two board appointments from the Governor.

Steve Trotter mentioned that the tone the students brought to the meeting was good. Art Costantino mentioned that the group was civil. Both Julie Suchanek and Steve Trotter informally met with some students outside the meeting and plan to pick up the discussions at a later date to keep the communication flowing.

Action: Email John Carmichael with any agenda items for the next BOT meeting by the end of the week (all).

Revenue Forecast

Steve Trotter reviewed the results for the most recent revenue forecast and gave a brief overview of the Governor's correspondence and directive. While the shortfall has changed from expected billions of dollars to millions of dollars, it still represents a large shortfall that will impact the college. The Governor has indicated a hiring cap of 2% of general fund employees, yet also refers to the 2% in terms of dollars. Steve T. has figured that 2% of general fund employees equates to 10 FTE reduction which is equivalent to a general fund reduction of ½ million dollars per year. The Governor is calling for spending limitations and requests that when filling critical need positions that each state agency first looks at state lay-off lists. A more detailed directive will be sent from the Governor at a later date.

The next forecast is expected in September. Steve T. suspects there will be additional cuts directed and that there will be a special session. Steve Trotter reminded the group of the lists of "tier two" cuts. In the event that further reductions are required, these lists will provide a starting place for planning. In the mean time, we will take a conservative approach to hiring. Art Costantino mentioned that there are many challenges with this. He has positions that need to be filled by September. There are lots of moving pieces and framework is needed on how to deal with the hiring during this time. Decisions to fill positions permanently now will reduce future flexibility, so need to be balanced against the "tier two" cuts, furloughs and similar actions that were avoided in the last round of reductions. The group should look at vacancies collectively. Each division will inventory vacancies, make a case for hiring where necessary or look at alternative approaches. It was requested that a template be created for uniform reporting.

Action:

- A template for listing divisional vacancies will be created and emailed to the VPs to complete (Steve).
- The VPs will list all vacancies and new positions needed on the template and return to Steve T. by Friday June 26th (all).
- An email will be sent to the campus regarding the latest directive from the Governor (Todd S., Steve T., Les)

Other

Julie Suchanek announced that she has forwarded government updates regarding AARA (federal stimulus) communications to Senior Staff for informational purposes.

Les announced that he met with Muriel Oaks the WSU Dean of Extended Programs last week. She is interested in partnerships with Evergreen for some of their programs. Some of the areas discussed include health and sustainability related programs.

Action: Add Student Government to future agenda (John C.).