

**Senior Staff Meeting**  
**August 3, 2009**  
**Meeting Notes**

Attending: Theresa Aragon, Eddy Brown, Don Bantz, John Carmichael, Susan Harris, Lee Hoemann,  
John Hurley, Steve Hunter, Les Purce, Todd Sprague, Steve Trotter, Allen Toothaker  
Absent: Art Costantino, Julie Suchanek

**Review of minutes**

The minutes of the July 20, 2009 meeting were approved.

**Additions to the agenda**

No additions to the agenda were made.

**Announcements**

- Todd Sprague announced that the Olympian ran an editorial on Jorge Gilbert.
- Theresa Aragon announced that eight Japanese students and one Chinese student that were studying at the University of Hyogo, have arrived on campus.
- Theresa Aragon formally introduced Eddy Brown, who will take her place as Deans' representative on Senior Staff. She noted that due to the reduction of staffing in the Deans' area, it has been proposed that the Deans' representative only attend senior staff meetings when requested by senior staff and when issues pertaining specifically of interest to the Deans are on the agenda. This will be Theresa's last meeting, and Eddy will join senior staff at the retreat.

**ACTIONS**

- Les Purce and Don Bantz to meet and discuss Dean representation at Senior Staff (Les P. and Don B.).

**Enrollment**

Bill Ransom and Nancy Murray joined the meeting to discuss enrollment. A handout with information pertaining to curriculum planning and enrollment was distributed.

The question of whether or not to continue accepting applications for the fall quarter was discussed. At this point, Evergreen is on track to exceed last year's enrollment by 200. That would be in addition to the 250 over budget from last year. Visiting faculty are being hired to expand the curriculum where possible, however the hiring pool is limited and the college is constrained by space due to the surge. Space constraints are also due to the fact the areas of high need include science and art, mostly upper division. Increased retention creates a need for more upper division offerings. Increased retention increases the likelihood that some of these students may graduate before the end of the year, so some of the added programs may not be needed for the full year.

Fall quarter headcount is sitting at 4050. Looking back, an additional 500-600 students were added from this time last year through the beginning of fall quarter 2008. Steve Hunter indicated that he did not expect to fall below the required enrollment if we stopped accepting applications. However, with the high student retention, he anticipates a large drop for 2010-2011 as those students graduate.

With increased enrollment, additional stressors on other departments must be considered. Student Affairs staffing levels may need adjustment in some areas.

It was noted that some faculty have over-enrolled their programs voluntarily to help out. The over-enrollment of programs has not been excessive and will not threaten the quality of the program. It is

important that while we accommodate students as much as possible, we retain quality. We do not want to send a message that people are unable to get into Evergreen.

The proposed actions include creating a wait list for admissions. Students on the wait list who are not admitted for fall could be offered admission for winter.

Steve Hunter indicated that the number of financial aid requests is up. He feels that this is largely due to the increase in retention of students. The 20% set-aside is being used up quickly, however the college is keeping to its promise to hold harmless.

Steve Hunter gave the following options: 1) No longer accept applications for fall quarter – only accept applications for winter, spring and next fall; 2) Continue accepting applications, but hold admit decisions until August 24<sup>th</sup> (or roll over applications for winter/spring admit).

If the window is closed, Admissions will still need to look at the applications already submitted. Approximately 150 conditional admits are averaged per year. These admits are students that generally have low GPAs and/or have incomplete course distribution but come with a recommendation from a counselor. It was noted that most incoming freshmen have already been admitted. If admissions are closed for fall admittance, it will most likely affect transfer students.

It was noted that Tacoma also is reaching maximum admittance of 200. They are very close to not accepting more applications for fall quarter. Tacoma could admit up to 225, however they are currently understaffed and this would create additional pressure on the programs.

After polling senior staff, Les decided to move ahead and no longer accept applications for the fall quarter.

#### **ACTIONS**

- Steve Hunter to discuss with Art C. student support staffing levels that will be needed due to enrollment numbers (Steve H.).
- Steve H. and Todd S. to work up language for notification we are no longer accepting applications. Draft to Les for approval (Steve H., Todd S., and Les P.).
- No longer accept applications for the fall quarter as soon as language can developed. Applicants can be waitlisted with final admit decision on August 24<sup>th</sup>. Applicants will be notified that they can be considered for winter and spring quarters (Steve H.).
- John C. to update Julie Suchanek regarding enrollment discussion and final message (John C.).

#### **Senior Staff Retreat**

John Carmichael distributed copies of the draft agenda for the Senior Staff Retreat scheduled for August 10, 2009. He noted that the Dee Endelman, Facilitator for the retreat, has spoken to all Senior Staff members. The notes from the VP retreat have been sent to the VP's for review.

#### **ACTIONS**

- Vice Presidents to review the notes from the VP retreat and respond to John C. with any comments and/or suggestions (Art C., Don B., Lee H., John H.).
- Senior Staff members to review the agenda and respond to John C. with any comments and/or suggestions (all).

#### **Awareness and Reputation of Evergreen**

Todd Sprague gave a PowerPoint presentation on statewide public opinion about Evergreen. A copy of the PowerPoint was distributed via email with the meeting notice. This is the third survey done. The first survey was completed in 2005, the second in 2008 and the third in 2009. This is a phone survey conducted by Elway Research and included 405 participants. Colleges included in the survey include UW, WSU, Western, Central, Eastern and Evergreen. Eastern Washington University was added to the survey just this year.

Todd S. noted that Evergreen is making progress with favorable impressions while the other comprehensives tend to be staying flat. Ambition is to get to 50-60% which is what is in line with other comprehensives.

**Proposal to Move the Tuition Deadline**

John Hurley distributed a handout outlining the reasons for a request to change the tuition deadline. The VPs will discuss the proposal, which would set the deadline to the Monday of the first week of the quarter, rather than the Wednesday before the first week of the quarter. This action would give more time to the students for payment, and reduce the workload in Registration.