

**Senior Staff Meeting**  
**January 14, 2013**  
**Meeting Notes**

Attending: John Carmichael, Art Costantino, Julie Garver, Susan Harris, Lee Hoemann, Steve Hunter, John Hurley, Sarah Pedersen, Les Purce, Todd Sprague, Steve Trotter, Laurel Uznanski, Michael Zimmerman  
Guest: Dan Ralph

**Review of Minutes**

The January 7, 2013 minutes were approved as written.

**Announcements**

There was a great launching of the COP funding proposal in the Olympian. The article was picked up by other news media as well.

**Student Issues**

A student died of an apparent suicide yesterday morning on campus in the dorms. A suicide note was left by the student. Meetings/contact has been made with friends, roommates, an ex-girlfriend and the student's mother. Andi Seabert is the primary contact.

**Flu**

The Health Center is seeing increased visits from students with flu symptoms. There have been increased communications and kits have been given to RAs to provide to students as necessary. Additional kits will be made available for all apartments on campus. All are being encouraged to wash hands. Hand sanitizer dispensers will be filled and new dispensers will possibly be added to the CAB. Promoting self-reporting is being considered.

**Food**

This year the college goes out to contract with a food vendor. Three forums were held, however they were not well attended. Friday, potential vendors were invited to the campus to learn more about the RFP process. This was an optional meeting. February 19<sup>th</sup> is the deadline to submit proposals. Plan selection is expected by the end of April 2013.

**Board of Trustees Debrief**

The last Board of Trustees meeting was a short one, however was well attended by Board members. There were student presentations which were well received by the Board. Paul Winters has stated his intention to resign a year early. He will remain on the board until a new appointment is made by the Governor. This transition is expected around March 2013.

**Legislative Update**

Jay Inslee has appointed five additional cabinet members. None are related to higher education. Since Die is April 28<sup>th</sup> - 104 days left until session end.

**Student-View Survey**

The Student View survey was administered by the national firm, Student Insights. The survey was completed by 1350 Washington high school seniors, representing 174 different schools last winter. The results were depicted on over 100 slides. The results were not unexpected, however it shows the college where to focus on to make a difference and identify where to invest. Results show that 31% have never heard of us. Half of those who do know about us had unfavorable views. While 28% considered us, only 1% actually applied. This is much lower than other Washington state colleges. Major barriers include perceived low academic standards and lack of majors wanted. The survey shows that Evergreen is at the bottom of almost every list, with the exception of cost of tuition. This

is only one source of information. The Elway Poll and NSSE also provide data to consider. Academic rigor and our commitment interdisciplinarity were discussed. It should be considered what investments should be suggested to the Board of Trustees at the March Board meeting.

<u>Decisions and Actions</u>
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| <ul style="list-style-type: none"><li>• Todd S. to check with Student Insights to see if several years of survey results are available (Todd S.)</li><li>• Todd S. to draft an email for distribution to the curriculum DTF and strategic enrollment group. Include expectation of feedback from them within two weeks (Todd S.).</li><li>• Discuss actions plans in two weeks (all).</li></ul> |
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**Lean Management**

Dan Ralph joined the Senior Staff meeting to present on Lean Management. A video, Toast Kaizen was shown as well. Dan noted that there are differences between Lean Manufacturing, Lean State Government and Lean for Higher Education. The Lean process focuses on identifying and eliminating waste, based on the viewpoint of the beneficiar(ies).

Principles of Lean Higher Education include:

1. Define the value of the process from the perspective of the beneficiar(ies) of the process (not just end users).
2. Identify the flow of the process to determine whether and how each step and activity in the process adds value
3. Eliminate the many types of waste that add no value to the process.
4. Make the process flow smoothly without gaps or interruptions
5. Revisit the process over time and keep improving it, sometimes incrementally, sometimes radically.