

**Senior Staff Meeting
October 28, 2013
Meeting Notes**

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

Review of Minutes

The minutes for the October 14, 2013 meeting were approved as written.

Announcements

- Approximately 330 people attended Return to Evergreen.

Enrollment

Steve H. gave an overview of enrollment. It was noted that fall enrollment is down 137 FTE and estimated 2013-14 AA FTE is 12 above state contract of 4213. There is an overall softening across the state for enrollment. Transfers are down. Only University of Washington, Western and Eastern show increases in enrollment. Washington State University numbers are not yet available.

Steve H. presented scenarios to show the positive effect of achieving increased transfer enrollment in Winter and Spring quarters.

Decisions and Actions

- Change the sentence “The estimated 2013-14 AA FTE is 4225, 12 above the state contract of 4213- assuming that the alternate state contract number of 4355 is redacted and 130 FTE (-3%) below Fall 2012” to “The estimated 2013-14 AA FTE is 4225, 12 above the state contract of 4213-assuming that the alternate state contract number of 4355 is redacted and 130 FTE (-3%) below 2012-2013 annual average.” (Steve H.).

Board of Trustees

A trustee agenda planning document was distributed for review and discussion. The next board of trustees meeting is scheduled for November 12th and 13th. November 12th will be in a retreat format and November 13th will be a regular meeting. The strategic items list is long. Not all will be discussed due to limited time. There will be a social dinner for the trustees the evening of November 12th.

Decisions and Actions

- Michael Z. to have a conversation with the BOT on November 12th to discuss teaching and learning (Michael Z.).
- Copy and include the WICHE two page article regarding recruitment and retention in the board packet (John C.).
- Prepare faculty and staff recruitment and retention reports including retirement projection and turnover (Laurel U. and Michael Z.).
- Change “Evergreen Press” to “The Evergreen State College Press” on the agenda (John C.).
- Move real estate to executive session agenda (John C.).
- Add Com building and Lecture Hall tour to agenda (John C.).
- Include additional time for tours and identify someone to speak to the facilities and program issues for the areas being toured (John C.).
- Consider options for an academic program interaction (John C.).