

**Senior Staff Meeting**  
**January 27, 2014**  
**Meeting Notes**

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

**Review of Minutes**

The minutes for the January 6, 2014 and January 13<sup>th</sup> 2014 meeting minutes were approved with one change each.

**Additions to the Agenda**

WashPIRG press conference was added to the agenda.

**Announcements**

- Deb Friedman, UW-Tacoma Chancellor passed away of lung cancer.
- Rodolfo Arevalo of Eastern Washington State University announced his retirement.
- There is still space available at Evergreen's table at the Thurston County Leadership Distinguished Leader Awards event scheduled for February 26, 2014.

**Power Outage Follow-Up**

Todd S. gave an overview of his follow-up on the last power outage incident. A document outlining what occurred was distributed to Senior Staff. Staff responding to the incident had difficulties identifying which evening classes were scheduled. Email notifications to the campus were not coordinated in the usual fashion. Staff contacted Puget Sound Energy about the problems created with short-notification planned power outages. In a separate incident, staff encountered difficulty finding weekend contact information for faculty.

Decisions and Actions

- Todd S. to touch bases with Bruce Sutherland and the Emergency Planning Team to share observations (Todd S).

**Tenth Day Enrollment**

Steve H. distributed preliminary numbers including enrollment and applications. Total FTE for winter quarter is down 266 from fall. This is a larger drop than anticipated. Drops are showing in both new and continuing students. Laura Coghlan is currently working on a more detailed analysis of 10<sup>th</sup> day numbers. The unexpected drop changes the estimated Annual Average enrollment to 3,926 FTE, 287 less than the 4,213 FTE the college was previously committed to. An enrollment decline of this magnitude will have implications for the number of faculty lines.

Decisions and Actions

- Check on enrollment numbers at other Washington State colleges (Steve T.).

**Maguire Follow-up**

John C. distributed a document describing areas of follow-up work that could be done in response to recommendations from Maguire and Associates. The group discussed each item, identifying next steps, people initially responsible, and timelines for reporting back.

Decisions and Actions

- John C. to type up and distribute decisions made and follow-up items identified by Senior Staff on Maguire recommendations (John C.).
- Senior Staff to review Maguire document sent out by John C. and follow-up as identified (all).
- Scholarships recommendation discussion tabled until Lee H. can participate. Add to future Senior Staff agenda (John C.).

**Compensation Study**

John H. distributed draft compensation philosophy statements for review. The next meeting is scheduled for February 5<sup>th</sup>. Senior staff discussed the make-up of the group to be included in the exempt compensation discussions. Key pieces to remember include communications across campus, rebuilding trust and making and keeping commitments.

Decisions and Actions

- Include more than one exempt supervisor in the discussions beginning February 5<sup>th</sup>. Email nominations of supervisors to John H. today (VPs).

**WashPIRG Press Conference**

WashPIRG has requested to hold a press conference regarding transportation at the Olympia campus bus circle.

Decisions and Actions

- Todd S. to give the okay for the press conference at the bus loop, but they can't claim that Evergreen endorses statements (Todd S.).
- Todd to forward information on time and agenda to Senior Staff (Todd S.).