

**Senior Staff Meeting
March 3, 2014
Meeting Notes**

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

Review of Minutes

The February 24, 2014 meeting minutes were approved with two changes.

Additions to the Agenda

No additions were made to the agenda.

Announcements

- The memorial services for Carolyn Dobbs were held last Sunday. The services were very nice and Les P. had the opportunity to speak.
- Phyllis Lane has submitted her resignation. She will be working until the end of April or early May.
- Tony Alfonso will serve as interim Director of Computing and Communications as Aaron Powell has submitted his resignation.
- The Board of Governors meeting was held on Saturday, May 1, 2014.

Recognition Dinner

The annual Recognition Dinner is scheduled for Tuesday, May 13, 2014 in Library 4300. A new Joe Dear Alumnus award is in the works.

Follow-up on Last Week's Communications Discussion

An enrollment and budget communication handout was distributed for review and discussion. What is next?: 1) campus wide meeting forum in April; 2) commitment to get back with the Management group on a regular basis; 3) identify a way to accept suggestions and ideas related to enrollment; 4) construct timeline; 5) July board decision on budget; 6) reiterate the target – what we are trying to get back to with regard to enrollment. It will be questioned what we are doing now. Communications need to be made with students, faculty, staff and bargaining units.

Decisions and Actions

- Revise and update the document and recirculate to Senior Staff when complete (Todd S.).
- Develop strategy and communication plan for students, faculty, staff, external constituents and bargaining units (Todd S.).

Preparation for Upcoming Meetings: Enrollment Update

Two documents related to enrollment were distributed for review and discussion. Modeling has begun, however it still needs refinement. There is a decline in market and in market share. Growth in population has flattened out. With a college focus on 600 students and an out of the box program, enrollment could recover.

Decisions and Actions

- Something different needs to be done to get back to the 4213 target (all).
- Look at how University of Washington Tacoma is marketing (Todd S.).
- Begin work on timeline (John C., Les P., and Steve T.).

Environmental Scan

The draft environmental scan was reviewed by senior staff. The draft will soon be reviewed by the strategic planning committee.

Decisions and Actions

- Provide feedback on the environmental scan to John C. within one week (all).