

## Senior Staff Meeting

November 16, 2015

Meeting Notes

Attending: George Bridges, John Carmichael, Wendy Endress, Susan Harris, Steve Hunter, Nancy Murray, Todd Sprague, Steve Trotter, Laurel Uznanski, Amanda Walker, Michael Zimmerman  
Absent: John Hurley, Colleen Rust  
Guest: John Craighill

## Meeting Minutes

The November 2, 2015 meeting minutes were approved as written.

## Announcements/Wins

- One of our students has a cousin that was killed in the recent Paris attacks on Friday.
- The branding workshop last Friday went well.
- Jan Liss from Project Pericles is on campus today.
- The Fridays at Evergreen event was very well attended. Over 180 students attended the event. There are two more Fridays at Evergreen events planned this academic year.

### Decisions and Actions

- George B. will send a note to the student who lost her cousin in the attacks in Paris (George B.).
- Provide dates on the Fridays at Evergreen dates for George B. to assess the possibility of presidential participation (Steve H., Susan H., George B.).

## Annual Risk Assessment

A copy of the Internal Audit Annual Plan – FY 2016 was email with the Senior Staff agenda. John Craighill, Internal Auditor joined the meeting and reviewed the plan with Senior Staff and opened it up for questions.

Risk Issues identified include 1) Declining Enrollment; 2) IT Security; 3) Employee Attrition; 4) Emergency Management; 5) Human Resource Effectiveness; 6) Internal Controls; and 7) Student Safety. The next stop for the Internal Audit Annual Plan is with the Board of Trustees.

### Decisions and Actions

- George B. to meet with John H. to discuss IT security (Susan H., George B., John H.).
- Laurel U. will work with Tony A. to assess cost and timeline for the potential purchase and implementation of an HRS program. Purchase and implementation is pending financial feasibility (Laurel U.).

## Board of Trustees Meeting

John C. thanked Senior Staff for their flexibility. The Board of Trustee Meeting will be held in the Board Room on campus beginning at 10:00am.

The Board of Trustee Retreat will begin at 9:00am at Mercato Ristorante, however VPs do not need to join the retreat until 10:30am, after the executive session is complete.

### Decisions and Actions

- Steve H. will ask Tracy Hall to be in the audience at the BOT meeting on Tuesday in case of questions during the enrollment/retention presentation (Steve H.).
- The retention report should include retention data and the non-retained student survey data (Steve H., Wendy E.).
- Wendy E. to connect with Laura Coghlan regarding the retention report that will be made to the Board of Trustees (Wendy E.).
- VPs to join the Board of Trustees Retreat at 10:30am on Wednesday (VPs).
- Senior staff to email a list of actions taken related to the Call to Action to George for use in the President's Report (all).