

Senior Staff Meeting

December 14, 2015

Meeting Notes

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

Guest: Jennifer Rodriguez

Meeting Minutes

The November 30, 2015 meeting minutes were approved as written.

Announcements/Wins

- Board of Trustee Chair Fred Goldberg hosted an event at his home Thursday, December 10, 2015. The event was a success and George had the opportunity to connect with many community members.
- Representative Denny Heck hosted a dinner at his home Saturday, December 12 in George B.'s honor.
- George B. hosted a lunch meeting at his home for the students of color group along with staff members Felix Braffith and Rashida Love.
- There was good turnout for the required training on Friday, December 11, 2015. There was a 60% turnout, with 126 staff members attending.

Alumni Survey

Jennifer Rodriguez, Research Project Coordinator, reviewed the results of the 2015 three-year alumni survey of the undergraduate class of 2012. Jennifer summarized the results and discussed trend data. Documents distributed to Senior Staff include: "The Evergreen State College Three-Year Alumni Survey 2015", "The Evergreen State College Alumni Survey Trend Data", and "The Evergreen State College One-Year Alumni Survey Trend Data." The full report is posted on the Institutional Research (IR) website. Amanda W. asked Jennifer to review these findings with the Advancement group. It was also noted that it would be helpful for Jennifer R. to present the information to the Admission group.

Decisions and Actions

- Jennifer to present survey data to the Advancement group and look into the possibility of presenting to Admissions (Jennifer R., Amanda W., Steve H.).

Senior Staff Emergency Operations Responsibilities

A draft of "Senior Staff – Policy Team Emergency Operations Responsibilities" was emailed to senior staff prior the meeting. This document drafted by Coordinator for Emergency Response Planning Bill Mikesell is aimed at a major catastrophe. Concern about the sign-up rate for emergency notification system was expressed and options to remedy this situation were discussed.

Decisions and Actions

- Review the Senior Staff Emergency Operations Responsibilities document and send comments to John H. by the end of the week (all).
- George B. and Wendy E. to draft a communication to be sent to parents inviting them and their families to join the Emergency Notification system - e2Campus (George B., Wendy E.).
- Todd S' group to find a process that requires students to provide an emergency contact number and to sign up for e2campus, and identify timeline to implement (Todd S.).