

**Senior Staff Meeting
September 21, 2009
Meeting Notes**

Attending: Don Bantz, John Carmichael, Art Costantino, Susan Harris, Lee Hoemann, Steve Hunter, Les Purce Todd Sprague, Julie Suchanek, Allen Toothaker, Steve Trotter
Guests: Holly Colbert Joseph, Bruce Sutherland
Absent: Eddy Brown, John Hurley

Review of minutes

The minutes of the September 15, 2009 meeting were approved

Additions to the agenda

Fundraising Plan and HECB Work Groups were added to the agenda.

Announcements

- Steve Hunter announced that enrollment is up by 200. The numbers are running even with last year. He estimates that final enrollment will be 4800+. Graduate and Tacoma programs are up in numbers as well.
- Todd Sprague announced that a new swine flu email will be sent out today. Online tracking for voluntary self reporting is up and running through the website.

Pandemic Planning

Bruce Sutherland distributed a revised Pandemic Response Plan. He gave a PowerPoint presentation to senior staff outlining the plan. He noted that there are three key documents for emergencies: The Pandemic Response Plan, The Emergency Response Handbook, and The Emergency communications Plan. These documents work in conjunction with one another. He specified that Appendix A (pg. 18) is of special importance and urged each to review this section closely. Bruce mentioned that a roundtable exercise will take place next month.

Last Week's Events

- Don Bantz noted that the faculty had good conversations during the faculty retreat. The year is off to a good start.
- Les Purce and John Carmichael reported on the Board of Trustee meeting. The HRMS system is moving along in the process. It was noted that the BOT retreat has been scheduled for Monday October 12, 2009.
- John Carmichael noted that staff and faculty convocation took place last week. Discussion surrounding combining the staff/faculty convocation with the student convocation took place. It was noted that combining the convocations might bring a larger community feel. It could provide a moment that the whole campus recognizes. It was also noted that sustainability was not acknowledged as much this year as last. There was some confusion about what to do with used materials such as plates, corn ware, etc. Conversations regarding consistency across events and composting education is happening between Paul Smith and Sharon Goodman.
- Art Costantino reported that the Family and Friends Weekend Orientation event went well, however that is not the end of orientation. Over the weekend, the participant count was the highest ever, at about 630 on Saturday. Approximately 500 participated on Sunday. During the weekend, the fact that Evergreen was included in the book "Colleges that Change Lives" was noted by multiple people. Many positive comments were made from parents to both Les and Art. It was requested that any feedback on the orientation be forwarded to Art.

Revenue Forecast Update

Julie Suchanek distributed an announcement from the Economic and Revenue Forecast Council. She noted that revenues are down by \$238 million more than in the June forecast, there is an estimated state budget gap of \$1 billion and a Special Session this fall is unlikely. The new round of reductions equate to approximately an additional 10 FTE reduction. Julie noted that she sent an email from the Everett Herald regarding the budget.

Fundraising Plan

Lee Hoemann distributed a draft fundraising plan to Senior Staff.

HECB Workgroups

Julie Suchanek requested that the HECB Workgroups be discussed at the October 5th Senior Staff meeting.

ACTIONS

- Julie S. to send out email with list identifying who is on the workgroups (Julie S.)

Other

Exempt Staff Waivers and HECB Workgroups to be added to a future agenda.