

**Senior Staff Meeting
October 26, 2009
Meeting Notes**

Attending: Don Bantz, Eddy Brown, John Carmichael, Art Costantino, Susan Harris, Lee Hoemann, Steve Hunter, Les Purce, Todd Sprague, Allen Toothaker, Steve Trotter

Absent: John Hurley, Julie Suchanek

Review of minutes

The minutes of the October 19, 2009 meeting were approved with two changes.

Additions to the agenda

No additions were made to the agenda.

Announcements

- Les Purce announced that he and Lee Hoemann. traveled to New York to meet with friends, foundations and donors and attend a traveling seminar with Helena Meyer Knapp.
- Art Costantino announced that the Veterans Coin Ceremony is coming up in the near future.
- Allen Toothaker announced that Rod Yonker will be providing training on investigating employee misconduct. The training will be held on Friday November 6th. Each individual who completes the four hour training will become a “state trained investigator”.

Re-modeling teaching and learning DTF

Senior Staff received a copy of the charge for the re-modeling teaching and learning at Evergreen DTF via email last week for review. The group met for the first time last week. He noted the critical connections between this work, accreditation, the budget, and the UFE contract.

Influenza Tracking

Todd Sprague announced that approximately 50 doses of swine flu inoculations, of the 100 on hand, have been administered to high risk students. He noted that while the online influenza tracking system is being used, it is not capturing the whole picture. To get a better idea of how absences are affecting staffing in departments and program attendance, it was suggested to ask faculty and supervisors to report on department/program absences weekly. Todd and Art C. will explore options on the best way to report.

Board of Trustees Agenda

John Carmichael passed out a list of possible agenda items for the upcoming November 11th meeting. The list was long and would make for a over-full meeting. He noted that November 11th is Veterans Day and is also the opening of the Joe Feddersen Exhibit in the gallery. John will review the agenda items and consider creating a structured work session on the strategic plan, tying in other agenda items. The meeting may include a working lunch. Trustees Kristin H. and Paul W. will not be attending the meeting in November.

Actions

- John C. to complete agenda for the November 11 BOT meeting (John C.).

Enrollment Report

Steve Hunter distributed the draft “Fall 2009 Enrollment Highlights”. He noted the key points include the following:

- We are full in fall.
- There is an increase in continuing students (probably due to the economy).
- We will admit fewer students that usual in winter and possibly spring.

Many suggestions were made to supplement the enrollment report. Steve H. will consider the following comments and update the report as needed.

- Other colleges/universities produced on a lower base (over-enrollment not the same)
- Make clear that we are above budgeted level
- Graph showing enrollment over two biennia
- Show past history on graduating classes
- Compare enrollment of students of color to goals based on state population
- Under “Other Notable Statistics” - show all-time records

<u>Action</u>

- | |
|---|
| <ul style="list-style-type: none">• Update “Fall 2009 Enrollment Highlights” report (Steve H.). |
|---|