

**Senior Staff Meeting  
November 9, 2009  
Meeting Notes**

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

Absent: Art Costantino, Julie Suchanek

Guest: Julie Slone

**Review of minutes**

The minutes of the November 2, 2009 meeting were not ready for review. The minutes will be provided at the upcoming meeting.

**Additions to the agenda**

Todd added "Flu Update" to the agenda.

**Announcements**

- John Hurley announced that Patricia Hutcherson, a candidate for the AVP for Human Resources is on campus today for interviews.
- Steve Hunter announced that twice as many applications than last year have been received for spring admissions. He noted that December 1, 2009 is the priority submission date.

**New Accreditation Standards and Process**

Julie Slone attended the unveiling of the new standards. She distributed a copy of the "Revised NWCCU Accreditation Process Timeline for Evergreen (2/17/09)". She stated that there are five standards to be addressed over a seven year period: 1) Mission, Core Themes; Goals, and Outcomes, 2) Resources and Capacity, 3) Planning and Implementation, 4) Effectiveness and Improvement, 5) Mission Fulfillment, Sustainability, and Adaptation. Standard One is to be completed by fall 2011. The first meeting to help prepare for this section is scheduled for February 17, 2010. Key people should be identified so they are able to attend this meeting in February. This standard will lay the groundwork for the seven year process and needs cross divisional collaboration and support. Julie mentioned that while Standard One identifies the core mission and themes, it can be revised throughout the years as needed.

**Actions**

- Vice Presidents to identify key people from each division to lead the process. VPs to report back to Senior Staff by end of calendar year (VPs).

**Labor Relations: Meeting with Union Reps**

John Hurley updated Senior Staff and advised that a Human Resource Representative should be present when meeting with employees and Union Representatives regarding union issues.

**Exempt Staff Forum**

The Exempt Staff Forum is scheduled for November 20<sup>th</sup>; the day after the state budget forecast is due to be released. The forum is a continuing attempt at ongoing communications with the community.

**Fundraising Report**

Lee Hoemann distributed copies of "Executive Summary; Foundation Funds Raised, FY10 (10/31/2009)". She noted that the overall goal for this year was \$565,000 and overall raised was \$623,384.46. The Art of Living event brought in \$87,000.

### **Board of Trustees**

John Carmichael distributed a copy of the BOT agenda for the upcoming November 11, 2009 meeting. The agenda is full and items will need to be moved through quickly.

#### **Actions**

- If there are any items to add to the agenda, let John Carmichael know ASAP (all).
- Add proposal for Reserve Policy to President's Report (Susan H.).

### **Flu Update**

Todd Sprague reported that the first supervisor reporting was conducted last Friday. Forty-eight responses were received indicating 22 out for at least one day with flu and/or flu-like symptoms. He plans to repeat the survey in a couple of weeks.

### **Deanery Update**

Eddy Brown gave a quick update on the Deans area. The Deans are working on adjusting to the new labor relations environment and contemplating the prospect of having fewer Deans in the future.