

**Senior Staff Meeting
June 6, 2011
Meeting Notes**

Attending: John Carmichael, Julie Garver, Susan Harris, Lee Hoemann, Steve Hunter, John Hurley,
Nancy Murray, Les Purce, Ken Tabbutt, Steve Trotter, Laurel Uznanski
Absent: Art Costantino

Review of Minutes

The May 23, 2011 minutes were approved with one change.

Leadership Thurston County

For several years, The Evergreen State College has had someone in the yearly leadership program. It is an opportunity to make connections within the community and is valuable experience. The program runs for ten months, with one full day per month out of the office at a cost of \$1750.00 per year. The deadline for enrollment is July 1, 2011.

Decisions and Actions

- Inform Todd S. of any recommendations for an individual (preferably in an externally focused campus role) to take part in the Leadership Thurston County program. Please get name to Todd S. within the week (all).

Enrollment Update

Application and registration data was distributed for review. We are running at about the 2008 levels for upcoming fall enrollment and the conversion rate is holding. The numbers of high school direct students are trending downwards and it is forecasted to continue. However, enrollment of community college transfers is high.

Events

Graduation is scheduled for this Friday. Special seating is available for parents who contribute \$500.00 or more to the foundation. Special seating has been requested for approximately 70, up from a usual of 20. It was noted that not all graduating students who cross the stage will shake hands (or allow touching with unfamiliar individuals) due to their religious practices. Please be sensitive to their beliefs and allow them to cross the stage without physical contact.

The retirement reception is scheduled for this Thursday immediately following the Board of Trustees' meeting. The reception will acknowledge both faculty and retiring staff. A copy with an overview of the program was distributed. The program will be brief. Les will give an overview and thank you, and then the VPs will give a brief statement regarding those from their areas. The formal program is scheduled to run under 20 minutes. The First Peoples Graduation is scheduled at 4:00pm.

The Board of Trustees meeting draft annotated agenda was distributed for review. Co-Chair Irene Gonzales will chair the meeting. The renewal of The Evergreen State College Foundation agreement will be presented jointly by John Hurley and Lee Hoemann. The final documents for the July 20th BOT meeting will be needed before the July 4th weekend.

Salary Freeze through June 2013

A copy of ESSB 5860 – continuation of Exempt Salary Freeze was distributed. After some discussion on next steps and possible campus communications, it was decided the VPs would discuss further at a later date.

Decisions and Actions

- VPs to look at protocol and put process in place for out of state travel and salary for exempt staff then make recommendation to Les P. (VPs, Les P.).

Budget Forum Planning

The Budget Forum is scheduled for today at 1:00pm in LH1. Les P., the Four VPs and Steve T. will be on stage. Steve H. will sit in for Art C., as he is out today. An email was sent out earlier with expected budget questions and answers. Les P. to open with introductory remarks, Steve T. to summarize legislative budget, VPs to discuss budgets in his/her respective areas, then open for questions. Laurel U. will articulate the law regarding the 3% salary reduction.

Decisions and Actions

- Electronic copy of the spending plan mailed to the Board to be emailed to Senior Staff prior to the Budget forum today (Steve T.).
- Copy of the spending plan mailed to the Board to be forwarded to WFSE (Laurel U.).
- Make changes to the Budget Questions and Answers and redistributed to Senior Staff prior to the Budget Forum today (Laurel U., Steve T.).

Fundraising Update

Good news - preliminary numbers indicate the Foundation will finish the year up by 20% from the goal.