

Senior Staff Meeting
April 23, 2012
Meeting Notes

Attending: John Carmichael, Art Costantino, Julie Garver, Susan Harris, Lee Hoemann, Steve Hunter, John Hurley, Nancy Murray, Les Purce, Todd Sprague, Steve Trotter, Laurel Uznanski, Michael Zimmerman

Guests: Dick Clintworth, Azeem Hoosein, Rob Knapp, Anne de Marken, Paul Smith, Ed Sorger, Bruce Sutherland, Jane Wall

Lecture Hall Pre-Design

Paul Smith, Azeem Hoosein, Rob Knapp, Anne de Marken and Dick Clintworth presented the recommended option for preliminary design of the lecture hall renovation. The design group held two open houses, three design group sessions, and displayed design boards in the lobby for comments. The group received forty written comments and twenty emails.

The design concept, which retains 75% of the existing structure, includes a large auditorium to seat 280-300, as well as 75 person seminar spaces. The budget is estimated between \$16-18 million and construction is planned for the 2016-2017 biennium. The Barbara Thomas art structure will probably need to be relocated – she is aware of this possibility. The goal is to gain LEED Gold or LEED Platinum designation.

The budget will be firmed up and a presentation with the architect will be made to the Board of Trustees on May 8, 2012.

Emergency Coordination Exercise Debrief

Bruce Sutherland and Ed Sorger were present to debrief the emergency coordination exercise held March 28 and 29, 2012. There was an overview given on the day's events and of concerns encountered. The exercise allowed all to focus on what can be done better. Areas of focus include: Senior Staff communication with the EOC and role of Senior Staff.

Decisions and Actions

- Senior Staff to have the opportunity to observe the EOC in action (all, Ed S., Bruce S.).
- Proposal to change communications strategy between Senior Staff and EOC to be presented to Senior Staff (Bruce S.).

Review of Minutes

The April 16, 2012 minutes were approved as written.

Announcements

- Art C. announced that there was an altercation between two students who were participating in an international program in France. One student involved has been emergency suspended.
- Abortion protesters are on campus today. It is protected speech. They are allowed on Red Square, but not in buildings.
- Art C. reminded Senior Staff to provide suggestions for mandatory housing group members and food services vendor group members to him by the end of the day.
- A new/renewed food services contract will be in place August 2013.
- Steve H. announced that the final enrollment numbers were reported to the state – 4558. This was only two shy of last year's number of 4560. While we finished this year on target, there is no slack and there is a drop in applications for next year.

- Les P., Lee H. and others from Advancement traveled to New York and Boston for traveling seminars and donor visits. The trip went well.
- Evergreen Alumni Robert Waterman McChesney and John Bellamy Foster will be our guest scholars for the summer Hitchens Memorial Institute.

Reporting Requirements

A draft copy of reporting requirements was emailed out with the agenda. Julie G. and Jane W. reviewed the reporting requirement document identifying important dates.

Decisions and Actions

- Julie will return to Senior Staff later in the spring with a list of reporting requirements that tentatively identifies the staff responsible for the reports.

Fund for Innovation

A draft copy of the proposed Fund for Innovation flyer was emailed with the agenda. Michael Z. reviewed the document with Senior Staff and asked for feedback.

Decisions and Actions

- The Fund for Innovation language was approved by Senior Staff.

Freshman Advising Day

Freshman advising day will be held May 11 this year. There was discussion regarding the future of freshman advising day as technology has changed significantly and it is costly for students to register in person. A clear majority of freshman sign up online. Because the event occurs so late in the year, it is not a yield event.

Decisions and Actions

- Art C. is pulling a group together to discuss a possible revision of Freshman Advising Day (Art C.).

Audit Committee Meeting

Last week two board members were at the college to attend an audit committee meeting. The state audit exit covered audits on tuition and financial aid.

Decisions and Actions

- John H. to forward State Audit Reports to Julie G. (John H.).

Research Position

The proposal for the research position was emailed out with the agenda. The position will report to Steve H. Research focus will be on enrollment and financial aid. This position will need to work closely with the Institutional Research department and make certain to use the same data sets. It is hoped this position will be on board in the fall.

Decisions and Actions

- Laurel to proceed in benchmarking the position (Laurel U.)
- Move forward with the Research Associate position (Steve H.).

Board of Trustees Meeting

A draft agenda was distributed for review and discussion. The work group matrix was emailed with the agenda. There was discussion on the agenda and work group matrix.

Decisions and Actions

- Provide comments on the BOT agenda to John C. by Wednesday (all).
- Provide BOT materials to John C. by next Monday (all).
- Make changes to the matrix as noted for Retention and New Student Markets (John C.).

New Student Fee Proposal

Art C. distributed a recommendation for new student fee. The proposal as written is \$175 per student. There was concern expressed in charging Community College transfer students the fee and in the naming of the fee. It was noted that brunch is not included in the \$175 fee. It was requested the figures be double checked for accuracy.

Decisions and Actions

- VPs to discuss at the next VP meeting (VPs).