

Senior Staff Meeting
April 15, 2013
Meeting Notes

Attending: John Carmichael, Art Costantino, Julie Garver, Susan Harris, Lee Hoemann, Steve Hunter, John Hurley, Sarah Pedersen, Les Purce, Todd Sprague, Steve Trotter, Michael Zimmerman
Absent: Laurel Uznanski
Guest: Susan Bustetter

Review of Minutes

The April 8, 2013 minutes were approved as written.

Announcements

- Admitted Student Day was a success. There were about 600+ participants attending, of which approximately 250 were students. There was good turnout for both freshman and transfers.
- Laurel received notification that Evergreen police services are organizing in a separate union. This will include 7 officers and one sergeant.
- The college is continuing to accept applications for the Director of Labor Relations search. Semi-finalists from current applicants have been interviewed and the committee is currently checking references to identify who will come for on-campus interviews.
- References have been checked for the RFP. Maguire is the apparent successful bidder and will be invited to campus for an on-campus presentation.
- The opening of the Thurston County Food Bank on campus went very well. Forty-eight individuals registered.
- Last week, Ed Sorger and Todd Sprague gave a tour of the campus to the new Director of the Lacey Chamber of Commerce, Fred Wright.
- Phone interviews for the position of Media and Community Relations Manager will take place this week and next.
- On-campus interviews for the Assistant Director of Media Services position will take place this week and next.

Web Update

Susan Bustetter gave an update on what is being done, how it's being done and some of the changes that have been made to the college website. She also identified the philosophy of how the team is moving toward changes. She noted that an outside consultant has provided advice. The team is conducting usability studies and small changes are being made all the time. Susan B. indicated that the team welcomes feedback and asks the feedback be specific. The homepage will be more recruitment-focused for an external audience. Changes to the website could move more quickly with additional help.

<u>Decisions and Actions</u>

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| <ul style="list-style-type: none">• Consider what more could be achieved with additional resources (Todd S.) |
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Legislative Budget

Julie G. distributed two handouts on the operating budget and capital budget. She gave an overview of all budgets and described the nuances of each. Julie G. distributed an additional three documents. She reviewed these documents with senior staff. She indicated that Evergreen is not currently at the table for STEM; however a proposal could be prepared to assist in changing that.

Board Agenda

John C. distributed a copy of Board Meeting agenda topics. The Board of Trustees meeting is scheduled for May 7th and 8th. John C. reviewed the list of topics. A draft budget proposal will be presented to the Board as well as fee proposals. Other fee proposals are to include WashPIRG and the counseling/health. The student group presentation will probably be done by DEAP – Developing Ecologically Aware Practices.

Enrollment Update

Steve H. distributed an update on enrollment. Spring FTE is expected to be 4095 versus 4288 in spring 2012. There is a drop in FTE expected for fall, but not as steep as expected.

Strategic Planning

Senior Staff has an open discussion about past and current strategic planning processes.

Comments, suggestions and questions include the following:

- External focus important
- Look at recruitment
- Look at the needs of students
- Look at the financial landscape
- Last planning had external and internal subgroups
- Had conversations with external constituents including public sectors, business
- Consider doing focus groups at high schools
- Talk to high school counselors and get perceptions
- We first need to do environmental scans
- Many things have already been done – surveys
- There have been big external changes – we must confront demographic changes
- Make this a more directional plan
- Add SWOT to plan
- We need ownership on the part of the faculty
- Consider adding broad curriculum parameters
- Look at size/enrollment/economic viability
- Make plan 4-5 years out
- Look at mission
- Funding model is in question – public subsidy is changing
- Enrollment and compensation are major themes
- Questions to answer: What is the work? Who are we? Who do we want to serve and why? What do we need to do to succeed? Do we have a choice? Who steers it? What is the timeframe?
- Curricular, economic, political
- Consider an outside facilitator

Things to consider:

- Timeframe
- Committee Structure
- Affirmation of mission
- Environmental Scan
- Funding model
- Innovation
- Technology
- Labor relations
- Compensation
- Enrollment
- Curriculum
- Fundraising

Themes out of discussion: Increased sense of directionality, curriculum planning broadly, and external focus

Decisions and Actions

- Senior Staff will continue the strategic planning discussion and commit thoughts to paper to present to the Board of Trustees (all).