

**Senior Staff Meeting  
February 3, 2014  
Meeting Notes**

Attending: John Carmichael, Wendy Endress, Susan Harris, Lee Hoemann, Steve Hunter, John Hurley, Nancy Murray, Todd Sprague, Steve Trotter, Laurel Uznanski, Michael Zimmerman  
Absent: Julie Garver, Les Purce  
Guest: Ladonna Herigstad

**Review of Minutes**

Meeting minutes were not ready for review.

**Announcements**

- There were two nice feature pieces that were recently done on Evergreen: Women's Basketball and a Student/Alumni article.
- Dan Greenstein of the Gates Foundation will be presenting at Tacoma Lyceum and visiting the Olympia campus tomorrow. Lunch is planned for 12:30 pm in the Board Room and VPs are welcome to attend.
- A candidate for the position of Executive Director of Development and Alumni Programs is scheduled for interviews on campus tomorrow.
- The Art of Living is schedule for February 20, 2014. There are currently 140 people registered and another 150 invitations have been recently sent. There are 50 auction items including art and experiences.

**Retirement Plan Advisory Committee**

Draft copies of the Advisory Committee Charge and Investment Policy Statement were emailed to Senior Staff prior to the meeting. John H. and Ladonna Herigstad gave an overview of the committee charge, committee responsibilities, and Investment Policy statement. Best practices of private institutions include implementing a retirement investment committee. The college has the fiduciary responsibility to remove offerings that are not doing well and/or have excessive fees. Best practices include a periodic review of offerings. Evergreen does not have the depth and breadth of other four year colleges in Washington State, however we now have the ability to provide more retirement investment options to staff and faculty. Current committee members include: Ladonna Herigstad (permanent), Dave Kohler (permanent), Walter Niemiec, Theresa Aragon, Andy Brabban, Colby Morelli, and Bill Zaugg. The plan is scheduled to roll out fall 014.

**Decisions and Actions**

- Look into bringing in TIAA-CREF to give a Basic Investing 101 workshop that includes basic investing terminology (Ladonna H.).
- Change name of Investment Advisory Committee (IAC) to something like Retirement Plan Advisory Committee (RAC) to help avoid confusion with the existing Investment Committee (Ladonna H.).
- Once recommendations are identified, union notifications will need to be made (Ladonna H., Laurel U.).

**Maguire Follow-Up**

John C emailed the Maguire follow-up document to Senior Staff prior to the meeting. Senior Staff reviewed the document and timeline summary of next steps.

- The CRM group is scheduled to meet next on Wednesday February 5<sup>th</sup>.
- The business “fields of study” page is coming online today.

Changes are still occurring on the website: new admissions site this week, a news page was up last week, and videos on the home page are coming soon.

There may be a delay on the update regarding purchase of names, as the companies to contact are in the Northeast, where major storms are affecting normal business functions and response time.

<u>Decisions and Actions</u>
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| <ul style="list-style-type: none"><li>• Scholarship process to be added to next Monday’s Senior Staff meeting (John C.).</li><li>• Check back on progress of CRM group after the February 5<sup>th</sup> meeting (John H., Steve H., Todd S.)</li></ul> |
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**Tuition and Fee Forecast**

Multiple handouts were provided to Senior Staff related to the tuition and fee forecast. Senior Staff reviewed and discussed the documents provided.

<u>Decisions and Actions</u>
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| <ul style="list-style-type: none"><li>• Les P., the VPs, John C., and Steve T. to continue the discussion and touch on communications plan later today at 3:30pm (Les P., John C., Steve T., VPs).</li></ul> |
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