

**Senior Staff Meeting
September 29, 2014
Meeting Notes**

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

Review of Minutes

The September 15, 2014 minutes were approved as written.

Announcements

A student escaped an attempted sexual assault on campus last weekend. The assailant attempted to drag the student into the woods from F lot. Police were notified and a suspect is in custody. Follow-up will be made with the student. A notice to the community has been sent out. This is an opportunity to get conversations going regarding E2 Campus notification and touch on the value of sharing information.

Enrollment Update

A document with fall 2014 registration and enrollment information as of Friday September 26th was reviewed by Senior Staff. FTE is 100 below same time last year's headcount. The estimated 10th day count is 4296. While our budgeted number is 3864 FTE, the legislative assumption of 4213 FTE must be used as the baseline. An enrollment message including the acknowledgment of the hard work of the Deans and staff with regard to enrollment work and talking about retention is important. Steve H. announced that a CRM Manager has accepted an offer from the college. The individual will be coming on board within a couple of weeks.

<p><u>Decisions and Actions</u></p> <ul style="list-style-type: none">• Prepare enrollment message draft for distribution around 10th day (Todd S., all).• Add Enrollment Recovery Initiative Update to upcoming Senior Staff agenda (John C.).

Review of Events Since the Last Meeting

- Academic Retreat
 - Approximately 100 individuals attended the first day and approximately 70 on the second day of the retreat. The retreat went well, although there is a slight possibility the chicken purchased and eaten on day two was infected came from a batch recalled due to listeria contamination. A notice will be sent out to inform the community of the potential risk.
- Employee Appreciation Day
 - The event went well and attendance was good. With the potential of rain, the event was held in the pavilion.
- ESCI/First Peoples Scholars Programs
 - Fifty-three students participated in ESCI, an increase over last year. The First Scholars program went well and had strong attendance.
- Orientation Week
 - Early assessments show strong attendance at both the optional and required events. The evening activities had approximately 50% attendance which stayed consistent over the week. The academic sessions had 90% attendance. Greener Commons is having strong participation. There was good feedback with having the pool and CRC open during O-Week. It was noted that the housing courtyard looks very good as it has been turned into a green courtyard. In addition, the first year housing common space and community kitchen have been updated with new furnishings and/or painting.
- Convocation
 - Student Board of Trustee Nick Wooton did a nice job introducing the keynote speaker. Michael Z. attended the Tacoma event as well and commented that the students at each location have very different questions and comments.
- Board of Trustees Meeting

- With convocation, the Board meeting was a short one. It was suggested that the public comment be kept to the time limit. John C. clarified that time allowed for public comment is at the discretion of the Board Chair.
- Presidential Search Consultations
 - Presidential search consultations were held on both Monday and Tuesday. A student forum will be held on Wednesday, October 1st on the Olympia campus. The DTF will work on a draft and allow for a brief open comment period.
- Veterans Coining Ceremony
 - Colonel Hodges, Commander from JBLM gave the address at the Veterans Coining Ceremony. He was well received by the audience. His focus was on the importance of getting an education. The Geoduck Singers participated this year as well. The group sang the Alma Mater and the Fight Song.

<u>Decisions and Actions</u>

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| <ul style="list-style-type: none">● Prepare and send a message to the community regarding the possibility that the chicken at the academic retreat was infected with lysteria (Michael Z.). |
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