

Senior Staff Meeting

August 31, 2015

Meeting Notes

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

Announcements

- The Olympian ran a follow-up story last Saturday on the Bush archaeological dig in Tumwater. The original story was picked up on the wire and went national.
- Senior administrators are required to complete online purchasing contracts training by September 30, 2015. Jay Field, Purchasing and Contracts Manager, will send out an email detailing the requirements.
- There was minor damage on campus from the Saturday windstorm – branches, small trees, and couple of power bumps. Facilities is still assessing the damage.
- Evergreen is offering student waivers to those impacted by the fires in Eastern Washington.

Review of Minutes

The June 22, 2015 and July 20, 2015 minutes were approved as written.

Additions to the Agenda

No additions were made to the agenda.

Presidential Transition

George Bridges and Kari Tupper are moving into the Presidential Residence/Leavelle House this week.

Beginning in October, Senior Staff will change to every other Monday from 9:00am-10:30am. The day of the week and time of day may be revisited in the future.

Marketing and Communications will be filming short welcome videos with George B. the week of September 14. Different videos will be made for faculty and staff, students, alumni, and possibly the wider community.

George B. met with multiple individuals over the summer. He plans to continue meeting others in the coming months – staff, faculty, students, community members, donors, etc. It is expected that we will bring in a contract employee to meet with individuals and groups and provide a “lay of the land” report. This report will help to form a state of the college address.

Candidates for the Director of Government Relations position will begin interviews on campus tomorrow, September 1. There was a good response to the posting.

The Special Assistant to the President for Diversity Affairs position will be filled at a later date. The position description will be reviewed and evaluated. It is important to consider how this position can best interact and support the work across the campus. Felix Braffith will be stepping in as the interim coordinator for the President’s Diversity Fund Committee.

Title IX will be separated from the Special Assistant position. John C. is currently serving as the interim Title IX coordinator. Title IX responsibilities will be moved to Student Affairs once details on the change have been decided.

Pre-Orientation Week

Pre-Orientation week begins September 14, 2015. George B. will be meeting with Governor Inslee on Monday and there is a short kick-off brunch for all staff and faculty to welcome new employees and recognize years of service on Tuesday. It was suggested that John C., Michael Z. or BOT David Nicandri act as the MC. John C. will seek input on the MC and consider the options.

Faculty member, Chico Herbison is leading the Scholars week program during pre-orientation week.

ESCEI has a dinner planned for Sunday, September 13 in the Library Lobby. John McLain is leading the program this year. Five returning ESCEI students will be assisting with the ESCEI events over the week.

Orientation Week

Multiple events are planned over orientation week. Events and issues discussed include:

- The Academic Retreat is scheduled for Wednesday, September 16 and Thursday, September 17 at Panhandle Camp.
- The Board of Governor's (BOG) orientation is scheduled for Thursday, September 17 and the BOG retreat will be held the next day in the Boardroom.
- George B. will be holding session for students and families to meet with the President and Senior Administrators on Saturday, September 19. The student session is scheduled at 1:30pm and the parent/family session at 2:30pm. Both sessions will be held in SEM II. These sessions are meant to engage in open dialog. Senior Administrators are highly encouraged to participate in both sessions.
- The O-Week Reception is scheduled for 4:00pm in the CRC. George B. will be giving the welcome for the event.
- The Foundation will be holding a lunch for the parents of new students on Saturday, September 19 in CAB 301 at 11:30am. Approximately 120 are expected. This is a good opportunity to meet new families, shake hands, and say hello.
- The Veterans Coining Ceremony is scheduled for Friday, September 25 1:00pm in the Longhouse.
- This year, the common read is "Thinking in an Emergency." Students received codes to redeem to obtain their books directly from the mailing house. Approximately 870 of 1300 have redeemed the codes. Those students that did not get their books can pick up a copy in the Provost's office.

Decisions and Actions

- If you are available to attend the Foundation Parents Lunch on Saturday, September 19, please let Amanda W. know (all).

September 21 Board of Trustees Meeting

Possible actions for the upcoming September 21 Board meeting include: faculty contract (dependent on progress made), appointment of Kari Tupper as a volunteer for the college, and Project Pericles.

Project Pericles, a New York organization of 20-25 private Liberal Arts Colleges has invited Evergreen to join the organization. The focus of the organization is civic engagement, debate, and civil discourse. Joining the organization requires Board approval. Faculty Member Andrea Gullickson and Academic Grants Program Manager John McLain will share responsibilities with Project Pericles. There is one meeting per year requiring President participation (no delegates).

Other agenda items possibly include a supplemental budget request and an update on facilities. The Foundation's fiscal report will not occur at this meeting.

This may be the first meeting where the College uses a new electronic platform for board materials – Board Max.

The Governor's office has not yet appointed a Student Trustee.

A Staff Representative to the Board of Trustees will be announced soon.

Decisions and Actions

- Let John C. know if you have not previously been on the Board packet distribution list and would like to be added (all).

Olympia Police-Involved Shooting Document Drop

The investigation of the Olympia Police Involved Shooting has been released. The report provides the police report and witness statements and little analysis. One of our Evergreen police officers directed traffic at the incident, and therefore is included in the report.

Events related to the shootings have occurred and are being planned.

- Teach-ins, discussing how faculty and the college can engage/mobilize quickly, are scheduled for Saturday in Tacoma.
- KAOS sponsored a panel at Traditions to open a dialog.
- Faculty members Vavrus and Love have discussed a possible event the second Wednesday of fall quarter.
- Michael Z. is working to bring the four local colleges and interfaith organizations together for a joint event in late October.