

**Senior Staff**  
**Meeting Minutes**  
**2007-2008**

**Senior Staff Meeting**  
**July 9, 2007**  
**Meeting Notes**

Attending: Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Ken Tabbutt, Steve Trotter, Jennifer Wallace

**Minutes**

The notes from the previous meeting were approved.

**Announcements**

Todd Sprague distributed press clippings.

**Introductions**

Don Bantz introduced new Academic Deans, Bill Ransom and Allen Olson. The third new dean, Paul Przybylowicz was unable to attend. The group discussed the transition in the Deanery and the upcoming Deans retreat.

**Enrollment Update**

Steve Hunter provided an enrollment update. Applications for fall quarter are up 11% compared to last year. The increase includes both resident and non-resident students. Registration for fall is up about 5% compared to last year. Steve, the Registrar and the Deans continue to monitor and discuss the ability of the freshman curriculum to accommodate incoming students. The conversion rate from admitted status to registered is down about 2.7% compared to last year.

**Super Saturday**

Art Costantino reported on Super Saturday. The number of vendors and community groups participating was up compared to last year. Attendance was a bit low in the morning, but was very strong by the end of the day as the weather improved. The event produced less revenue than might be imagined. Student Affairs will add about \$5,000 to the \$15,000 Super Saturday budget in order to balance the books.

**New Student Fees**

Art Costantino reported on the new student fee programs. Housing is advising the students working to open the Flaming Eggplant café. The late-night transportation program does not plan to operate until Spring. Staff in Student Affairs have expressed concern about the short timeline with which these fees were approved and the administrative costs associated with implementing programs funded through student-initiated fees.

**Bias Incident Response Policy**

Art Costantino said that the Bias Incident Response protocol was adopted an interim policy, with the understanding that if no changes were needed after a year, the policy would become permanent. The Bias Incident Response Team assessed the policy and suggested some changes, including holding a community forum within 24 hours of a bias incident. Art asked the group to review the policy and provide any comments to him by the end of the week.

Follow-up: Review the Bias Incident Response Policy and provide any comments to Art by Friday July 13.
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**Exempt Staff Benefits**

John Hurley described changes to classified staff benefits. He asked whether the changes should be implemented for exempt staff as well.

Decisions: All the benefits changes being made for classified staff will also be made for exempt staff, with the following exceptions:

- For those exempt staff who are eligible for comp. time, it will be paid out at the end of the biennium, as provided by OFM rules;
- A decision regarding the date that accrued sick leave and annual leave becomes available is deferred pending further research.

**Senior Staff Meeting**  
**July 16, 2007**  
**Meeting Notes**

Attending: Don Bantz, John Carmichael, Art Costantino, Steve Hunter, John Hurley, Les Purce,  
Todd Sprague, Ken Tabbutt, Steve Trotter, Jennifer Wallace  
Absent: Lee Hoemann

**Minutes**

The notes from the previous meeting were approved.

**Announcements**

John Hurley noted a recent press article on salary compression issues at state agencies.

**Legislative Accountability Meeting**

Don Bantz reported on the two-day work session sponsored by the House Higher Education committee on higher education accountability and performance agreements. He said that several legislators attended and spent considerable time listening to representatives from higher education. Roundtable discussions on the second day were especially productive. Don noted that Laura Coghlan represented Evergreen very well.

**Exempt Staff Benefits**

On July 9, the Senior Staff discussed a proposal to change certain exempt staff benefits to match those provided in the new classified staff contract. John Hurley provided additional information, responding to questions asked at the previous meeting. He withdrew the recommendation to change the date at which accrued sick and annual leave becomes available for use by exempt employees.

**Spam**

John Hurley said that he is observing a larger volume of e-mail spam that slips through the college's spam filter to reach e-mail in-boxes. John said that he discussed the issue with Aaron Powell, who said that the spam filter can be made more sensitive. If such a change were made, more legitimate mail would inevitably be misidentified as spam and placed in a "junk" e-mail folder. John asked the group whether the issue seemed worth pursuing. It was suggested that if the problem continues to grow, consultation with faculty and students would be desirable before making changes. It might be especially important to learn how students using Evergreen e-mail accounts, which are now mandatory, perceive the volume of spam.

**Senior Staff Meeting**  
**August 6, 2007**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Ken Tabbutt, Steve Trotter, Jennifer Wallace

**Minutes**

The notes from the previous meeting were approved.

**Announcements**

- In follow-up to the previous discussion about e-mail spam, John Hurley asked Aaron Powell to assess how spam may affect student e-mail accounts. Steve Hunter asked Fletcher Ward to follow-up as well.
- Art Costantino provided an update on the search for Director of Residential and Dining Services.
- Steve Hunter reported on Enrollment Service's move to temporary quarters. For the most part, the move went smoothly and the group is settling in. The Admissions area for prospective students and parents is an improvement in many respects.

**Freezer problems**

Ken Tabbutt reported that scientific freezers in Lab I failed, jeopardizing a large number of valuable scientific samples. It will take a while to fully assess the damage. Peter Robinson has provided a preliminary report on the chain of events that led to the failure: one freezer failed, the alarm was not reset, the whole circuit failed, and the automatic switch to move the system to back-up power was under repair. Ken and Paul Smith will follow-up.

**Enrollment Update**

Steve Hunter provided an update on fall enrollment. Applications continue to be ahead of last year, with any further applications likely to come from transfer students. Registration for fall is strong, especially for freshmen. The current registration headcount is up 126 compared to this time last year, including 70 undergraduates and 64 non-residents. Steve and the curriculum dean met a few weeks ago to ensure that the freshman curriculum is able to accommodate the increase in entering freshmen.

Enrollment Services, College Relations, and the Tacoma Program are working intensely to recruit for fall enrollment in the Tacoma Program. The program had a large graduating class in June. Applications received to date will not be adequate to replace the graduating students. Applications have sagged, probably due to the general decline in the number of community college transfer students and increased competition in Tacoma. The campaign includes two open houses, a media campaign in print and radio, and e-mails and flyers to alumni and others.

**Master of Education degree**

Don Bantz reported that Magda Costantino and Sherry Walton have developed a curriculum for the new M.Ed. program. The degree would require 40 credits over 7 quarters. The initial proposal was for endorsements in math and ESL. We may be able to offer a special education endorsement as well. The planning process now turns to completing the budget and staffing plan

for the program. Walter Niemiec will lead this part of the planning. The program will require approval from the Higher Education Coordinating Board. The group discussed the value of some additional time to consult with K-12 teachers before submitting the HEC Board applications.

**Focus the Nation**

Jennifer Wallace proved an update on the Focus the Nation program. The program is being planned by a steering committee, co-chaired by Jennifer and Karen Gaul and staffed by an MES student coordinator. The culminating events will take place on January 30. The day will include on-campus activities and an evening program at the Washington Center, being planned in conjunction with SPSCC, Centralia College and, hopefully, St. Martin's.

**Convocation**

John Carmichael provided an update on planning for Faculty/Staff Convocation, which will take place on Monday, September 17 from 11:30 to 1:00. The Senior Staff previously decided to include service recognition in this year's Convocation program. John shared plans for the recognition program. The Convocation planners will provide assistance to the vice presidents in an effort to ensure that those being individually recognized to attend the event.

**Retreat**

John Carmichael reviewed logistics for the August 15 retreat. The group decided to carpool rather than use a motor pool van.

**Senior Staff Meeting**  
**August 13, 2007**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter,  
John Hurley, Les Purce, Todd Sprague, Jennifer Wallace  
Absent: Steve Trotter

**Minutes**

The notes from the previous meeting were approved.

**Announcements/Questions/Updates**

- John Hurley asked about the EF contract. He believes some of the students are notably younger this summer. John will provide a report at a future meeting.
- Don Bantz asked for an update on investigations into graffiti. Art Costantino will provide an update to Don.
- John Hurley said that in response to previous Senior Staff discussions, a random sample of student e-mail accounts was checked for spam. The level of spam appeared manageable, but a large number of TESCTalk/TESCCrier and All Student messages suggests that students are not accessing these accounts over the summer.

**Council of Presidents Update**

Les Purce reported on the recent Council of Presidents meeting. Cindy Morana and Carolyn Sundby will be retiring in the next year. The presidents asked Terry Teale to share job descriptions for the positions. The presidents had a good discussion of the new UW presence in Snohomish County. WSU is planning a technology-related supplemental budget request. There is an expectation that safety-related supplemental requests will be part of the legislative agenda from COP.

Follow-up: Schedule further discussion of safety/emergency preparedness needs.
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**Late Registration**

Steve Hunter reviewed the recommendations in a previous memo to Senior Staff. A significant number of individual learning contracts are registered after the 10th day of the quarter. For administrative and pedagogical reasons, staff recommend taking steps to reduce late registrations. Steve presented a recommendation to increase the late registration fee to \$100 for students registering after the 10th day of the quarter. Students could petition to waive all or part of the fee. Steve also described other planned and possible steps to encourage timely contract registration.

Steve said that registration after the 10th day of the quarter is not currently reported to the Office of Financial Management. If these registrations had been reported last year, Evergreen's Annual Average FTE would have increased by 50 FTE. Steve noted that OFM has a process for providing supplemental enrollment information after the 10th day. He recommended that the college consider reporting late contract registration through that mechanism.

Decision: The Senior Staff endorsed the recommendations in Steve Hunter's memorandum to raise the late-registration fee and to provide supplemental reports to OFM to account for late contract registration.
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**Senior Staff Meeting**  
**August 20, 2007**  
**Meeting Notes**

Attending: John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Steve Trotter  
Absent: Theresa Aragon, Don Bantz, Les Purce, Todd Sprague

**Minutes**

The notes from the previous meeting were approved.

**Announcements/Updates**

- Steve Hunter reported that the Tacoma open house went well on August 15. Approximately 50 people attended and 40 inquiry cards were completed.
- John Hurley provided an update from a previous discussion. The EF student he mentioned previously is 11 years old.
- In follow-up to previous discussions about a possible supplemental budget request, a meeting is scheduled to discuss emergency preparedness.

**Holiday Schedule**

John Hurley distributed a draft holiday schedule for 2008. He noted that the proposed schedule continues the practice of taking a day off in December in lieu of Veterans Day. John said that he and John Carmichael will consult with the campus this fall about whether to continue that practice in future years.

**Position Descriptions for Exempt Staff**

John Hurley reported that Allen Toothaker is working with the Budget Coordinators to review job descriptions for exempt staff. Allen will rely on the job descriptions to determine appropriate salary benchmarks.

**Gender Identity DTF**

Art Costantino noted that the DTF's recommendations still need a formal response. Information is needed from the AG. In the mean time, some recommendations are being implemented.

**Signs of the Surge**

Steve Hunter discussed ways to help students find offices that have moved.

Follow-up: Steve Hunter will convene a group of people to develop temporary signs to help students find offices that have moved.
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**Pandemic Planning**

Robyn Herring and Elizabeth McHugh shared information on planning for the possibility of a pandemic flu outbreak. A group of staff have had several discussions on the topic. A more formal plan would require the support of senior staff and involve discussions by several offices on campus. Art asked how this planning effort would fit with overall emergency response planning.

Follow-up: The Vice Presidents will discuss responsibility for emergency planning.
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**Senior Staff Meeting**  
**August 27, 2007**  
**Meeting Notes**

Attending: Theresa Aragon, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, Les Purce,  
Todd Sprague, Steve Trotter

Absent: Don Bantz, John Hurley

**Minutes**

The notes from the previous meeting were approved.

**Announcements/Updates**

- Steve Hunter noted recent *Olympian* coverage of Evergreen's inclusion in the *Princeton Review* guide to colleges and the *US News* ranking. Todd Sprague said that the *Seattle Times* will include an article on Evergreen in its back-to-school coverage.
- Steve Trotter reported that the American Association for Sustainability in Higher Education (AASHE) gave Evergreen honorable mention. Evergreen will also receive the governor's award for pollution prevention and sustainable practices.
- Les Purce reported on the meeting of the Longhouse Advisory Board and the process for allocating Ford Foundation grants to Native Artists.
- John Carmichael distributed a news clipping on an investigation into Study Abroad programs in New York State. The recent national news stories about conflicts of interest in financial aid programs began with a similar investigation in New York.

**Enrollment Update**

Steve Hunter provided an update on Fall enrollment. The college is no longer accepting freshman applications for fall admission. A few transfer applications continue to come in. Overall, we have received about 350 more applications this year than last year. Another open house is scheduled for the Tacoma Program on September 12. Registration for all is up by 100 students compared to last year, including 77 undergraduates, and 80 non-residents. Art Costantino noted that applications from students of color are up.

Follow-up: The next enrollment update will include some specific reporting on students of color.
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**Supplemental Budget timeline**

Steve Trotter presented a schedule for developing a supplemental budget request. The Board of Trustees will discuss the request on September 17. The formal request will be due to OFM in mid-October. Topics may include enhancements to emergency response capabilities, shortfalls in funding for the Library Building renovation, and a possible shortfall in the State Auditor's revolving account.

**Management Group**

John Carmichael said that he will soon publish a proposed meeting schedule for the Management Breakfast Group. He said that he had informally polled several members of the group over the summer. Many of those John talked to said that the informal, social part of the Management Breakfast program was the most worthwhile part of the program. Many also said that they valued hearing from the President and Vice Presidents about the legislative session and similar college-wide issues. There was less enthusiasm for formal presentations from work units.

**Senior Staff Meeting  
September 4, 2007  
Meeting Notes**

Attending: Theresa Aragon, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley,  
Les Purce, Todd Sprague, Steve Trotter

Absent: Don Bantz

**Minutes**

The notes from the August 27 meeting were approved.

**Announcement**

Lee Hoemann said that the Foundation Board of Governors had a good retreat last week, including presentations on sustainability and the Center for New Media.

**Board of Trustees**

John Carmichael distributed a draft agenda for the September 17 meeting of the Board of Trustees. Meeting materials will be mailed on September 10.

**Senior Staff Agendas**

John distributed a schedule of Senior Staff meetings for Fall Quarter. He asked the group to identify strategic topics that should be scheduled for discussion during the quarter. The first such topic is finalizing the Senior Staff goals. John distributed a draft set of goals for discussion at the September 10 meeting. Another topic is finalizing the dashboard indicators for the Board of Trustees. Others suggested emergency planning and an update on the status of previous DTFs.

**Appropriate Use Policy**

John Hurley discussed a previously distributed memorandum on the college's Appropriate Use Policy. The state's Department of Information Services (DIS) requires the college to adopt a policy to protect data that include sensitive, private information like Social Security Numbers. To meet DIS standards, the policy must prohibit the storage of such data on unsecured portable devices. Aaron Powell drafted an amendment to the Appropriate Use Policy that includes the language required by DIS. In addition, Aaron's department could prepare some guidelines and other educational material. Senior Staff discussed how these changes might affect current practices.

Follow-up: John will ask Aaron to attend a future Senior Staff meeting to discuss the topic.
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**Supplemental Budget**

Steve Trotter described the timeline for any supplemental budget request to the legislature. Supplemental requests should be confined to emergent issues that could not be included in the previous session's biennial request. Evergreen is considering supplemental requests in two areas:

- *Emergency Response.* Other institutions are preparing supplemental requests to improve emergency response in light of the Virginia Tech shootings. John Hurley and Art Costantino presented a memorandum describing several projects that might be candidates for such a request at Evergreen. Some items on the list might be packaged as a request for funding from the college's reserves. Other items might form part of the college's 2009-2011 biennial request.

Follow-up: John and Art will prioritize and sort list and propose a specific request.
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- *Capital Funding.* John Hurley distributed a list of bid alternates on the Library Phase II renovation and noted several items not included in the bid due to cost constraints. Steve Trotter also noted a few items eliminated from the Phase I project, including the Center for New Media and the C-wing basement. Can a case be made for a supplemental capital request to deal with inflation?

Follow-up: John will consider proposing a supplemental request after the September 10 bid opening for the Library Phase II renovation.

### **Fundraising Update**

Lee Hoemann distributed a fundraising report for July and August. She noted the Annual Fund goal for the year is \$500,000, the first half-million goal in the college's history. The overall fundraising goal will not be set until November, when goals for some new initiatives are set. Lee said that College Advancement is working on a new set of benchmark reports to replace the current reports.

### **Closure of the Library**

John Hurley reported that the college will be required to do major electrical work on the Library Building before completing the Phase II renovation of the building. Power will be off to the building for up to two weeks. Facilities considered providing generator power to the building during the outage, but found the cost prohibitive. The proposal is for a closure immediately following Super Saturday. Theresa Aragon said that planning is happening anticipating a disruption in the first week of Summer Session. Other affected staff would be reassigned to temporary workspace.

Follow-up: John will bring a specific closure proposal to the Senior Staff on September 10.

### **Applications from Students of Color**

Steve Hunter distributed a report on applications from students of color. Applications are up 15% for the group, compared to an increase of 10% for other students. The largest increase is in applications from Asian/Pacific American students.

**Senior Staff Meeting  
September 10, 2007  
Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, John Hurley, Todd Sprague, Steve Trotter

Absent: Lee Hoemann, Steve Hunter, Les Purce

**Minutes**

The notes from the September 4 meeting were approved.

**Announcement**

- John Hurley said that the Environmental Education Association of Washington would feature Evergreen's draft master plan in a conference presentation in November.
- Todd Sprague noted a "Getting Ready for College" article in the *Olympian*.
- Art Costantino described the schedule for new student orientation.
- Steve Trotter reported that the American Institute of Architects would be coming to tour Seminar II as part of a sustainability-focused conference.
- Art reported the death by suicide of a recent graduate of Evergreen and shared plans for communicating with the campus.

**Extended Education**

Theresa Aragon discussed the annual report for Extended Education. The program has completed its second year. Extended Education has drawn \$200,000 of the \$600,000 originally budgeted for the program's three-year start-up period. It began the year with an \$87,000 carry-forward balance, and ended the year with a balance of \$3,000. In its second year, the program doubled its enrollment and nearly tripled revenue. Theresa said that the program intends to break even this year. At the conclusion of the third year, Extended Education will provide a final report on the three-year start-up period.

**Supplemental Budget Request Planning**

John Hurley and Art Costantino discussed a supplemental budget request to improve emergency response. A group met to identify and prioritize items that might be included in a supplemental request to the legislature. Other work in this area might be funded through the college's reserves. Staff will update the Board of Trustees on September 17. Later that day, staff will meet with colleagues from the Council of Presidents. The college's request may be revised following the COP discussion. The request will be due to the Office of Financial Management on October 10.

**DTF Update**

The group discussed plans to provide an update to the campus on the status of pending DTF work.

**Follow-up:** The chargers of each DTF will prepare a one-page update by October 1.

- Diversity DTF (Les)
- First Year Experience (Art and Don)
- Exempt Staff (John Hurley)
- Curricular Visions (Don)
- Sustainability Task Force (Steve Trotter)
- Gender Equity (John Hurley)
- Enrollment Growth (Don)

**Senior Staff Meeting  
September 24, 2007  
Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, Todd Sprague

Absent: John Hurley, Les Purce, Steve Trotter

**Minutes**

The notes from the previous meeting were approved.

**Announcements**

- Todd Sprague noted a *Seattle Times* article describing Evergreen's success.
- John Carmichael said that tickets are available from the President's Office for the city's October 2 Climate Change forum.
- Art Costantino said that the student affairs professional organization, NASPA, would recognize Evergreen's Day of Absence/Day of Presence program.

**Appropriate Use Policy**

Aaron Powell joined the group to discuss proposed changes to the college's Appropriate Use policy for information technology. He said that the college's IT security is audited every three years to check for compliance with policies established by the state's Information Services Board (ISB). While academic and research activities can generally be exempted from ISB policy, administrative systems must comply. Aaron distributed copies of the proposed changes.

Art Costantino asked about the college's processes for informing staff of policies, providing periodic training, and informing managers when staff are in need of training. Others asked what kind of portable devices would be allowed or prohibited under the policy. Aaron said that his department is available to work with individuals to ensure that they can meet their business needs. In some cases, staff might be instructed to remove unneeded private information from unsecured portable devices. In other cases, C&C might work to provide a way to provide security on a portable device that would meet ISB rules. A short training video is up on the Web, and an FAQ page is being developed. In addition, C&C plans to provide a way for staff to record that they have watched the video or completed other desktop training in order to satisfy ISB requirements.

<p><b>Follow-up:</b> Aaron will circulate the sign-off sheet for changes to the Appropriate Use policy, accompanied by the FAQ sheet and any other information that will be used to inform staff of the policy.</p>
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**Enrollment Update**

Steve Hunter reported on enrollment activity as of September 21. Applications exceeded the number received in 2004. The increase is due to more freshman applications. Registration is strong, up 193 compared to last year. The number of students dropped for non-payment of tuition was smaller this year, perhaps because the e-mail notification system is working well. Steve estimated a fall enrollment increase between 100 and 200 students. The Tacoma program had 173 FTE registered. Last year's enrollment in Tacoma was 211. The recent push for Tacoma enrollment did make some difference.

**Fund for Innovation**

Don Bantz distributed a proposed request for funding proposals for the Evergreen Fund for Innovation program. He proposed asking for proposals that would advance themes in the Strategic Plan.

**Decision:** The group agreed with the proposed scope of the EFFI RFP and suggested minor changes in the composition of the review committee.

**Dashboard Indicators**

John Carmichael distributed the most recent version of the dashboard indicators shared with the trustees. The trustees urged staff to shorten the list of indicators. The next version of the dashboard is due to the board in November.

**Follow-up:** Review the list of dashboard indicators and be prepared to discuss it a future meeting.

**Patriot Act Policy**

Lee Hoemann reported that some granting organizations now require assurance that the college complies with federal anti-terrorism legislation. She asked that the Patriot Act policy, approved by the faculty in 2006 be posted on the college's Web site. John Carmichael noted that the version of the policy that the President and Vice Presidents approved needs to be updated to include changes made at the faculty meeting.

**Follow-up:** John Carmichael will circulate the Patriot Act policy approved by the faculty in 2006 for sign-off by the President and Vice Presidents.

**Senior Staff Meeting**  
**October 8, 2007**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Steve Trotter

**Minutes**

The minutes of the September 24 meeting were approved with one change.

**Announcements**

Les Purce reported that the Council of Presidents met on October 4 to discuss supplemental budget requests. President Morse has announced her retirement from WWU. The governor will convene a meeting of baccalaureate regents and trustees on December 3. Governors Evans and Gardner will seek a reauthorization of the Gardner-Evans capital funds for higher education construction.

**Supplemental Budget update**

Steve Trotter described the college's supplemental operating budget request. The college will request \$1.575 million. The request includes \$860,000 for campus safety enhancements, including additional mental health services; \$250,000 for exempt staff salary compression; and \$465,000 for faculty recruitment and retention.

John Hurley discussed the supplemental capital budget request. John, Paul Smith, and Steve Trotter met with OFM to discuss the request. The OFM staff seemed to understand the college's interest in completing all phases of the Library renovation. The college will apply to OFM for \$750,000 from the pool of money set aside for construction inflation and will seek a supplemental request for additional money needed to complete the renovation.

**Geoduck Union update**

Art Costantino reported on the Geoduck Union's activities, including a town hall meeting and a retreat. The group discussed working on their bylaws, codifying their relationship with the S&A board, developing rules for filling vacancies, and formalizing their relationship to the Clean Energy committee. Additionally, there seemed to be interest in Focus the Nation, improving the smoking tents, air quality, sweatshop labor, reaccreditation, emergency preparation, and monitoring the development of gender-neutral restroom and locker facilities. The group is also working to identify a representative to the Board of Trustees.

**Academics update**

Don Bantz reported on recent academic activities:

- The curriculum is full, but seems to have accommodated student interests.
- Planning for the M.Ed. program continues. The application for the program is due to the HEC Board on October 15. Teacher education standards are stringent and staffing the program is likely to be a challenge.
- A very rough first draft of the accreditation study is complete.
- Faculty hiring is in full swing. Don is preparing to charge a Hiring Priorities DTF to develop the hiring list for 2009-11.
- The October 3 faculty meeting included discussion of the draft Campus Master Plan. The faculty passed a resolution seeking two additional meetings on the plan and extended time for comments. Several additional opportunities for input are already planned. The Agenda Committee and Ken Tabbutt are working to ensure that the schedule for discussion and comment accommodates faculty.

### **Enrollment**

Steve Hunter presented a preliminary 10<sup>th</sup> day report. Headcount for fall quarter is at 4,534, an increase of 4% over last year. The FTE count is at 4,505, an increase of 5%. Steve estimates an Annual Average enrollment of 4,313 FTE, which would be 148 above the budgeted level. This would exceed the goal of having a cushion of 100 FTE above budgeted levels. Freshman enrollment was very strong, up 103 (18%) over last year. Non-resident enrollment was also strong, up 80 (9%).

### **DTF Updates**

John Carmichael reminded the group to turn in summaries of DTF work.

### **Technology Alliance**

Les Purce reported on his attendance at a Technology Alliance retreat. The group includes several business leaders in Seattle. They were welcoming to Evergreen. Many of the members have a liberal arts background, and they were very interested in Evergreen's approach to teaching and learning. They are interested in holding a future meeting on the Evergreen campus.

### **Focus the Nation**

Todd Sprague reported on a breakfast meeting with our partners in Focus the Nation. The presidents and event coordinators from Evergreen, St. Martin's, SPSCC and Centralia College attended. A member of the Governor's staff also attended. They reported on the daytime activities planned for January 30 and discussed the evening capstone event. There was widespread interest in continuing work on climate change issues beyond the day's events.



**Senior Staff Meeting**  
**October 15, 2007**  
**Meeting Notes**

Attending: Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, John Hurley, Les Purce, Todd Sprague, Steve Trotter

Absent: Theresa Aragon, Steve Hunter

**Minutes**

The minutes of the October 8 meeting were approved.

**Announcements**

- Art Costantino said that a student reported a sexual assault in the residence halls early that morning. He said that campus response protocols seemed to have worked well. Residence Hall staff and Police responded quickly and the Sexual Assault Prevention Coordinator responded as well. The Thurston County Sheriff's canine unit was called in. No suspect was apprehended.
- Todd Sprague reported on recent press coverage.
- John Hurley reported on the ceremony where the college received the Governor's award for Sustainability and Pollution Prevention.
- John Hurley reported that the surge out of the Library A-wing is complete except for one remaining employee.
- Art Costantino reported that officer Justin Cripe received a medal of valor from the governor.
- Art said that he toured campus at the invitation of some disabled students who pointed out several access issues including problems with ramp design, broken doors and signage issues.
- John Hurley said that 14 hazardous trees have been cut or topped. Several hundred other potentially hazardous trees have been identified for monitoring.

**Food Service Consultants**

Art Costantino said that Porter Consulting had been hired to review meal plans and the campus food service program. They delivered their report last week. When the CAB is renovated, the consultants recommend moving toward continuous operation of food service. They say that the cost associated with increased service hours is manageable and the improved service level would lead students to stay on meal plans longer.

**Reservation Based Program update**

Don Bantz reported that the Tulalip tribal council passed a resolution asking Evergreen's Reservation-Based program to offer a program for the Tulalip tribe. The program would be located at the Everett University Center. Don discussed options for structuring the program financially. The program will be structured so that Evergreen collects the tuition and receives credit for the student FTEs.

**Budget Provisos and Reporting Requirements**

Don Bantz noted some budget provisos and other legislative requests that require a response:

- The HEC Board requires a report on efforts to reach out to potential students and inform them of opportunities in postsecondary education.
- A legislative committee wants a report on math/science teacher education.
- All state agencies, including Evergreen, are required to apply for a Baldrige Quality award or an equivalent by 2008.

<p><b>Decisions:</b> Steve Trotter will take the lead in responding to the HEC Board regarding outreach programs. Don Bantz will take the lead responding to a the query about math/science education. John Hurley will take the lead regarding the quality award.</p>
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**TESCTalk/TESCCrier**

John Hurley noted that documents from the TESCTalk review group had been distributed to Senior Staff. John invited input from Senior Staff before the documents are finalized, especially regarding the FAQs on religious and political messages.

**Follow-up:** Provide feedback on the TESCTalk/TESCCrier documents to John Hurley by October 26.

**Dashboard Indicators**

The group discussed the draft dashboard indicators. Steve Trotter asked whether the major categories in the draft seemed like the right categories. When the categories are decided, the group could select one or two measure for each category for the Board's use and additional measures for use by management. The group developed the following list:

- Enrollment
- Fundraising
- Net revenue/expense
- Retention/Graduation Rates
- Academic Quality/Student Success
  - NSSE
  - Community Service
  - Knowledge creation
- Workforce
- Diversity
- Sustainability
  - Carbon neutrality goal
  - Zero waste goal
- Public Service
- Public Relations
  - Awareness
  - Reputation
- HEC Board and Legislative Budget measures

Further discussion will be scheduled at a future meeting.

**Senior Staff Meeting**  
**October 22, 2007**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Steve Trotter

**Minutes**

The minutes of the October 15 meeting were approved.

**Announcements**

- A group from the University of Washington is on campus. They are working the UW's plan to build a Longhouse.
- Don Bantz said that the UW is preparing to announce its plans for the North campus, in either Everett or Marysville.
- Art Costantino said that he consulted with colleagues at the UW about enforcement of smoking policies, but learned little from that that would improve Evergreen's education and enforcement program.
- Steve Hunter said that the core group of the Strategic Enrollment and Marketing group had its first meeting.
- Steve Hunter reported that an enrollment open house at the Tacoma Campus will be held next month.
- Steve Hunter also said that the graduation planning committee is collecting suggestions for keynote speaker. He invited nominations from the Senior Staff.
- John Hurley said that interviews for the Associate Vice President for Human Resources are underway.
- John Carmichael said that phone interviews for the Director of Government Relations are ongoing. Campus interviews are likely for next week.

**Follow-up on Sexual Assault**

Art Costantino reported on the October 15 community meeting in the Housing Community Center. The meeting was well attended and constructive. A number of issues were raised including lighting, cell phone coverage, the assignment of women to first floor apartments, the security of windows, the placement of the smoking shelter, and the control of heaters. Art promised to respond in writing to these concerns within a week. Todd Sprague described the extensive media coverage of the issue.

**Cell Phones**

Art Costantino asked for further discussion of cell phone coverage on campus. Nearly everyone at the HCC meeting reported problems with cell phone reception. The Geoduck Union also raised the issue. When this issue was raised previously, it seemed that general improvements in the area were gradually improving campus cell phone coverage. The next step may be to map cell phone coverage on campus. Coverage will be variable depending on the carrier and the quality of the cell phone. A consultant has been hired to assess emergency radio communications on campus.

<p><b>Follow-up:</b> John Hurley will check to see if the consultant will be assessing cell phone coverage or if that assessment might be added to the contract.</p>
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**Supplemental Budget Requests**

Steve Trotter reviewed the timeline for the college's supplemental budget request. The request was submitted to OFM on October 10. The HEC Board will consider the request on October 25. The Governor's budget will be released sometime in December. The legislative session is scheduled from January 14 to March 13. The college's 2009-11 request will be due to the HEC Board in July.

Les Purce and Don Bantz will attend the HEC Board's October 25 meeting. Steve described the framework that the HEC Board's Finance Committee will use to sort through institutional requests. They will sort requests into three categories: technical adjustments, emergent needs and opportunities, and program enhancements.

# EVERGREEN

Monday, November 5, 2007

**Senior Staff Agenda**  
**9:00 a.m. to 12:00 p.m.**

Sem II, B3107

Estimated Time

## **Information**

1. Review of minutes
2. Additions to the agenda?
3. Announcements
4. MIT Accreditation (Don Bantz) 15 min.
5. Board of Trustees agenda (John Carmichael) 15 min.

## **Discussion**

6. Dashboard Indicators (Steve Trotter) 30 min.

## **Wrap-up**

- What decisions did we make today?
- What action items did we agree to?
- What topics do we want to add to future agendas?

**Facilitator:** John Carmichael

## **Distribution:**

*Senior Staff:* Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Steve Trotter

**Senior Staff Meeting**  
**October 29, 2007**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague

Absent: Steve Trotter

**Minutes**

The minutes of the October 22 meeting were approved.

**Announcements**

- Art Costantino reported that the student grievance system had a busy fall.
- Don Bantz announced that the MIT accreditation team is on campus conducting its evaluation.

**HEC Board Update**

Les Purce reported on the trip that he and Don Bantz made to Vancouver to attend a HEC Board meeting. Les presented the college's supplemental budget request. The HEC Board will include the college's request in its recommendation, except for the money we requested for faculty recruitment and retention.

Don spoke to the HEC Board about the higher education master plan that the board will adopt. He emphasized that an over-emphasis on outcomes measures threatens the innovation and creativity that the state needs from higher education.

**CAB Design**

Art Costantino said that the CAB Design team spent part of last week in an eco-charette. They will meet again on November 8. The group is working well together and working with the architect to identify a food services consultant for the project.

**Exempt Compensation**

John Hurley said that a town hall meeting would be held on October 30, focusing on exempt compensation. Allen Toothaker will present the work he has completed to date on an exempt compensation plan. Job descriptions are being updated and classification ranges should be established this Fall. A variety of surveys will be used to assess the market rate. The VPs will make decisions on placement. Significant funding and several years will be required to bring all jobs up to the middle of the market.

**Alumni Survey**

R. J. Burt joined the meeting to discuss an alumni survey recently completed with the help of Larry Geri. The e-mail survey got a 14% response rate. R.J. noted that alumni who responded expressed a preference for e-mail and web-based communication. They were willing to travel and to pay to attend alumni events.

**Emergency Preparedness**

Les Purce asked for discussion on the state of the college's emergency preparedness. The filling of a half-time emergency coordination position will advance this work considerably. Some pandemic planning also needs to be done. Evacuation plans need to be updated to reflect the recent moves. The supply of emergency equipment may also need to be updated. Ed Sorger is convening a group to plan for an "active shooter" scenario. The college's budget request indicates that we will be reviewing and updating inter-local agreements for emergency response.

**Follow-up:**

- John Hurley will investigate the price of a siren.

- John will ask for updated evacuation plans.
- A review of the Incident Command System will be scheduled for a future Senior Staff meeting.

**Evergreen Fund for Innovation (EFFI)**

John McLain joined the meeting to discuss the EFFI grant program. John reviewed the history and purpose of the program. The deadline for proposals is Thursday, November 1. John reviewed the composition of the review committee, which will include the President and VPs. John asked how the staff member for the committee should be selected.

**Follow-up:**

The VPs will identify a staff member of the EFFI review committee.

# EVERGREEN

Monday, November 12, 2007

**Senior Staff Agenda**  
**9:00 a.m. to 12:00 p.m.**

**Library Administration Conference Room**

Estimated Time

## **Information**

- |  |         |
|--|---------|
| 1. Review of minutes   |         |
| 2. Additions to the agenda?                                      |         |
| 3. Announcements   |         |
| 4. Veteran's Day (Les Purce)                                     | 15 min. |
| 5. Vancouver visits (Les Purce)                                  | 15 min. |
| 6. Summer Session (Theresa Aragon)                               | 15 min. |
| 7. WAC Process (John Carmichael)                                 | 10 min. |
| 8. NSSE Data and Transformative Education (Rita P. and Laura C.) | 30 min. |

## **Wrap-up**

- What decisions did we make today?
- What action items did we agree to?
- What topics do we want to add to future agendas?

**Facilitator:** John Carmichael

## **Distribution:**

*Senior Staff:* Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Steve Trotter



**Senior Staff Meeting**  
**November 5, 2007**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Steve Hunter, John Hurley,  
Les Purce, Todd Sprague, Steve Trotter  
Absent: Lee Hoemann

**Minutes**

The minutes of the October 29 meeting were approved.

**Announcements**

- Todd Sprague shared a copy of the *Seattle Times* college guide supplement.
- Steve Trotter said that the Sustainability Task Force would join the Governor's sustainability group for an hour on Wednesday to explore possible collaborations.
- Les Purce said that he and Don Bantz would participate in the Tacoma Lyceum on Tuesday..
- Les said that he would spend Wednesday in Vancouver with Trustee Paul Winters visiting area legislators and superintendents.
- John Hurley announced the withdrawal of one of the candidates for Associate Vice President for Human Resources.

**HEC Board Requests**

Steve Trotter said that the HEC Board will be conducting a required study of capacity and technology. They will also be working to translate their new Master Plan into a budget request for 2009-11. Steve asked who would be the primary points of contact for these activities.

<p><b>Decision:</b> Steve Trotter will get more information from the HEC Board about their plans for the capacity and technology study. Steve and Don Bantz will serve as primary contacts for the HEC Board's work on the master plan and 2009-11 budget request.</p>
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**MIT Accreditation**

Don Bantz shared the checklist from the successful MIT accreditation visit. The visitors said that they appreciated that the college's report directly addressed each accreditation standard and that its assertions were supported by data. The group discussed how lessons from the MIT visit could help with the college-wide accreditation visit.

**OFM Enrollment Report**

Steve Hunter shared an enrollment report from the Office of Financial Management. In the public baccalaureate system, most of the growth this fall occurred in the branch campuses. Evergreen and WSU posted enrollment increases. CWU and EWU lost the enrollment "cushions" they have carried in previous years and may show declines in annual average enrollment for the year.

**Evergreen Fund for Innovation**

Don Bantz reported that eight proposals were received. John McLain will circulate the proposals and rating sheets. The committee needs to make decisions before mid-December.

**Dashboard Indicators**

Steve Trotter distributed a revised list of dashboard indicators. He also shared several dashboards from other institutions. The group discussed the need for some form of external benchmarks for each item. John Hurley described the indicators that bond rating firms use to assess the health of an institution. These include cost of attendance and turnover of senior management. Steve described the next steps for the dashboard. We will collect five-year data for each indicator, identify benchmarks, and consider how the indicators show progress toward the college's goals.

<p><b>Follow-up:</b> Senior Staff members will suggest external benchmarks for the indicators in their areas.</p>
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**Senior Staff Meeting  
November 12, 2007  
Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Steve Trotter

**Minutes**

The minutes of the November 5 meeting were approved.

**Announcements**

- John Hurley announced the theft of copper wire from the campus parkway lights. He also noted an increase in graffiti on campus.
- John also announced a request from the Washington Federation of State Employees for contact information for exempt staff.
- Art reported on the Evergreen/St. Martin's basketball game, which was very well attended.
- Steve Trotter reported on the Sustainability Task Force joint meeting with the general government sustainability group. The two groups discussed opportunities for collaboration.
- Les Purce announced that he has appointed Julie Suchanek as Director of Government Relations.

**Veterans Day**

Les Purce encouraged the group to attend the noontime Veterans Day event. He asked the group to consider whether the college should take Veterans Day as a holiday. The group discussed the pros and cons. Who should be consulted in making this decision?

<p><b>Follow-up:</b> Steve Trotter will ensure that the negotiating team for the faculty union contract is aware that the college is considering taking off Veterans Day. John Hurley will discuss with Human Resources consultation with Classified and Exempt staff.</p>
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**Vancouver Visits**

Les Purce reported on a recent trip to Vancouver. He met with legislators Bill Fromhold and Craig Pridemore and heard about the issues that will concern the legislature in January. He also met with the president and Clark College and leaders from the Vancouver and Evergreen school districts.

<p><b>Follow-up:</b> We will arrange a time for the President of Clark College to visit Evergreen and discuss the transfer relationship. We will provide some follow-up information on Evergreen's Teacher Education programs to the Vancouver and Evergreen school districts.</p>
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**Summer Session**

Theresa Aragon reported on the 2007 Summer Session. Enrollment and credit hours have declined since the previous year. Expenses were reduced, and net revenue increased. Eighty-five percent of students in Summer Session are continuing, matriculated students from the regular academic year. The group discussed the need for some further data analysis to better understand declining Summer Session enrollment. Don Bantz said that Institutional Resources will not have the resources to conduct that analysis, given accreditation and other competing demands. Les Purce asked that consideration be given to hiring someone on a contract basis to help. Steve Hunter said that the Strategic Enrollment group will have similar data analysis needs that might also be met on a contract basis.

<p><b>Follow-up:</b> Don will discuss pressing data analysis need with IR and consider a contract solution.</p>
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**CIEL/NSSE**

Rita Pougiales and Laura Coghlan joined the meeting to share a presentation they made to the Consortium for Innovative Environments in Learning (CIEL). Rita reviewed the history and membership of the

consortium. Rita shared ethnographic interviews with faculty reflecting on their efforts to teach interdisciplinary programs. Laura shared data from the most recent National Survey of Student Engagement.

### **Veterans Group**

Art Costantino said that a group is convening to discuss how the college can address the needs of returning Veterans. The group is likely to include Paul Gallegos, Rafael Lozano, Phyllis Lane and others.

**Follow-up:** Art asked for suggests of other members of the group convening to discuss veterans issues.

### **Commencement Nominations**

Steve Hunter distributed a list of speakers nominated for the 2008 commencement ceremony.

**Follow-up:** Notify Steve Hunter by November 26 of any concerns or additions to the list of speakers nominated.

### **Faculty Retreat**

Don Bantz reported on the faculty retreat. Topics discussed included a First-year cohort, thematic planning units, and fields of study. The faculty also discussed an approach to hiring priorities that would not be centered on the Planning Units.

### **Initiative 960**

Steve Trotter reported that the passage of Initiative 960 means that the college's fee increases will have to be submitted to the legislature through an OFM process which has yet to be defined. Steve shared a short list of fees that were previously identified as likely to fall under the new law.

**Follow-up:** Art Costantino will draft a new charge for the ADA Compliance Committee and circulate it the Senior Staff for comment.

**Senior Staff Meeting**  
**December 3, 2007**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Steve Hunter, Les Purce, Steve Trotter

Absent: Lee Hoemann, John Hurley, Todd Sprague

**Minutes**

The minutes from previous meetings were approved.

**Announcements**

- Steve Hunter noted that a Tacoma open house was scheduled for that evening, weather permitting.
- Steve Trotter reported on publicity for the Focus the Nation event. He asked Don Bantz to send a message to the faculty about the event.
- It was noted that the Library Building basement is flooding in the archives area.
- Les Purce reported on his visit to donors in the San Francisco Bay area.
- Steve Trotter said that the sustainability group had a good meeting with Grays Harbor Paper, which is interested in providing 100% recycled paper and renewable energy to the campus.
- Steve Hunter said that he was grateful for the excellent faculty participation at last week's Academic Fair.

**Non-Discrimination Policy Update**

John Carmichael said that the college's Non-discrimination Policy needs to be updated to reflect changes in state law. John is working with Nicole Ack on the proposed language. Because the Non-discrimination Policy appears in the Faculty Handbook, the Agenda Committee will be involved in approving the changes.

**Commencement Speakers**

Steve Hunter said that Senior Staff members who wish to provide input on the list of possible commencement speakers should do so immediately.

**Provosts Meeting**

Don Bantz reported on a meeting of the Provosts.

- Ann Daley attended to present the HEC Board's Master Plan. Don said that the plan provides a good diagnosis of the system.
- The Provosts discussed the College Portrait national benchmarks that have been developed and endorsed by several national organizations. Among the benchmarks required of colleges that choose to participate is a standardized test.
- The Provosts discussed the required participation in the Washington Quality Awards program. They agreed to contract with a consultant who can provide a training specifically for staff at higher education institutions.
- The Provosts met with their community college counterparts. Much of the discussion focused on enrollments.
- The group also discussed the College Readiness Math Project, which would require a math test of all high school juniors. The higher education institutions are concerned that the test may discourage some high school students' college aspirations.
- The Provosts also discussed the impact of Initiative 960 on the budget process.

**2009-11 Budget Request: Accountability**

Steve said that the President and Vice Presidents had begun discussing the 2009-11 budget request. The request will be framed by the college's Strategic Plan. Steve asked the group to discuss the reports and other budget-related accountabilities that will be required.

- *Governor's initiative* to serve 250 additional students defined by TRIO-like criteria. Don said that Beginning the Journey served about 30 students who met the criteria. The rest of the budget is in Student Affairs. Art said that he is asking Phyllis Lane to report on other components of the program, which include enhancing pre-fall programs for at-risk groups and improving adaptive technology equipment and training. Don said that Academics could develop a program targeted at evening/weekend students if asked.

**Follow-up:** Don and Art will talk further about the Governor's initiative to serve more students through TRIO-like programs.

- *Master of Education.* The HEC Board will review the application in January.
- *Math/Science Enrollment.* Don said that the college will meet goals in this area.
- *Performance Measures.* Don shared the current measures.
- *Waivers.* The amount of tuition that the college can waive increased significantly. The legislature's intent is to provide another increase in the future. The college is not using its full waiver authority currently. Can this be changed to justify future increases?

**Follow-up:** Steve Hunter and Steve Trotter will discuss strategies for fully using the college's waiver authority.

- *Outreach to K-12.* The college contributed to a COP report on this.

### **2009-11 Budget Request: Decision Packages**

Aside from salaries, Steve suggested building a budget request for enhancements totaling of no more than \$7 million over two years. Steve Trotter asked the group to share ideas for elements that should be included in the college's budget request, keeping in mind the Strategic Plan and the state's priorities. Ideas included:

- Salaries. The President and VPs have talked about how to frame a request for compensation increases.
- Enrollment Growth remains a priority for the state.
- Working to improve the K-12 pipeline is likely to remain a state priority.
- A diversity initiative
- Sustainability initiatives
- Improving basic infrastructure, including
  - Improving staffing for labor relations
  - Banner, Phase III
  - Improving staffing for research and data analysis
  - Emergency preparedness (if not funded in the supplemental)
- Enhanced waiver authority

### **2009-11 Budget Request: Process**

The group began to discuss the process for engaging the campus community. The Faculty Advisory Panel on the college budget is already active. The Geoduck Union will be involved. Initiative 960 will affect the process required for any "self-imposed" fees that the student government considers.

**Follow-up:** Discussion of the 2009-11 budget request will be carried over to the next meeting.

**Senior Staff Meeting**  
**December 10, 2007**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Steve Trotter

**Minutes**

The minutes from the December 3 were approved.

**Announcements**

- Steve Hunter said that the Graduation Planning Committee is moving ahead with the list of possible guest speakers.
- Steve Trotter said that the Governor's office plans to release her budget proposal in stages, with each of the public announcements focused on safety. Her campus safety proposals will be the focus of the first announcement.
- Steve Trotter also reported on the Focus the Nation event. Les will be meeting with Intercity Transit about the event. The Washington Center for the Performing Arts will provide a discount if the city is an official event sponsor. Puget Power will sponsor the event. Les will also meet with Grays Harbor Paper.

**Storm Debrief**

John Hurley reported on the effect of the December 3 storm on Evergreen. A roof drain and back-up drain in the Library building failed, leading to flooding in the basement Archives area. The top of a cedar tree snapped and pierced the roof of a neighboring residence. The Parkway was closed due to water over the roadway. Lights in the Library Loop were out due to a flooded electrical vault. Two of the three elevators in Seminar II failed due to flooding in the elevator shaft. There were some leaks in the Seminar I basement and light flooding in the Geoduck House.

**Follow-up:**

- John Hurley will confirm the process for making road closure decisions.
- Todd Sprague will work on forming a work party from Evergreen to aid in flood recovery.
- The VPs will designate contacts for Todd to work with.

**Regents and Trustees meeting**

Les Purce reported on the Governor's meeting with regents and trustees. The governor was primarily interested in preparing math and science teachers for the K-12 system.

**Smoking Policy**

Art Costantino reported on recent conversations about the college's smoking policy. Some faculty advocate more vigorous enforcement of current policy or would prefer that the cigarette (and cigarette sales) be banned from campus entirely. Art also described a recent effort by a police officer to enforce smoking rules that led to a contentious arrest.

**Budget Request for 2009-11**

Steve Trotter distributed a revised timeline and process for developing the college's 2009-11 operating budget request. He reiterated the agreed-upon parameters for the request. The request will focus on the Strategic Plan. The total request, including salaries, will amount to a 10% increase. (Bow wave and maintenance level changes would be in addition to the 10% maximum.) Steve reviewed the elements in the tentative list of items for budget request that the Senior Staff named on December 3.

**Follow-up:** Steve Trotter and Todd Sprague will collaborate on framing the list of budget requests into more compelling themes.

**Accreditation**

Don Bantz said that the first draft of the accreditation self-study is nearly complete. The draft will be available campus-wide on January 7 as a wiki.

**Follow-up:** Future Senior Staff meetings will include chapter-by-chapter discussion of the draft self-study.

**Board of Trustees Agenda**

John Carmichael reviewed items on the agenda for the Trustees' January 9 meeting. Material will be mailed to the Board immediately following the New Year holiday, so board reports should be turned in before the end of the year.

**Senior Staff Meeting  
December 17, 2007  
Meeting Notes**

Attending: John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Steve Trotter                      Absent: Theresa Aragon, Don Bantz

**Minutes**

The minutes from the December 10 were approved.

**Announcements**

- Todd Sprague noted the new on-line catalog and the new on-line phone directory. He said that both projects are possible because of the college's investment in the Content Management System (CMS) and the staff to support it.
- Les Purce noted the recent news of Texas Tech being placed on probationary status by its accrediting agency for failing to provide adequate evidence of student learning. He said that the story is indicative of the changing expectations that higher education faces.
- Art Costantino said that the CAB Design committee met the previous week and is making good progress.

**Flood Relief Efforts**

Todd Sprague said that he is working with Pat Barte to plan a college work party to aid in flood relief efforts for the second or third week of Winter quarter. They are working with the United Way's volunteer coordinator.

**Governor's Budget**

Steve Trotter reported that the Governor's budget proposal will be released today. Last week, the governor unveiled her campus safety proposals. The governor did not propose funding for any ongoing expenses, but would provide one-time, most capital funding for Evergreen's web-based notification system, PA system, campus mapping, and electronic locks. Her budget statement also includes language about developing mutual aid agreements, updating emergency plans, and reporting to the governor and the legislature.

Steve also noted that the governor's budget statement indicates that she addressed faculty salaries in the previous biennium, which suggests that she is unlikely to propose new money in the supplemental budget.

**Capital Budget**

John Hurley reported on a planned meeting with legislative staff about the college's capital budget request. He said that turnover among OFM staff is delaying a decision about the \$750,000 in matching money the college requested to help complete the Library Phase II renovation, but OFM generally seems sympathetic to Evergreen's desire to complete the project in this biennium.

**Focus the Nation**

Evergreen's Focus the Nation event will take place on January 30. A day-long series of campus activities will include with a regional evening event at the Washington Center. Les Purce said that he met with the moderator of the evening event, Dave Ammons to discuss the format for panel discussions. Seattle Mayor Greg Nickels will provide opening remarks.

**Council of Faculty Representatives**

Les Purce said that he talked to the Council of Faculty Representatives (CFR) when they were meeting at Evergreen. He noted in the discussion that the upcoming legislative session is unlikely to focus on higher education issues. The CFR group remains interested in having faculty members appointed to institutional governing boards and would like to work more closely with the Council of Presidents.



**Senior Staff Meeting**  
**January 7, 2008**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter,  
Les Purce, Todd Sprague, Steve Trotter  
Absent: John Hurley

**Minutes**

The minutes from the previous meeting were approved.

**Announcements**

Les Purce reported that the Foundation experienced a strong finish to the calendar year, receiving a lead gift pledge of \$250,000 for the Center for New Media, a gift of \$50,000 to begin an endowment for a library reader's series, and about \$50,000 in other miscellaneous gifts.

**Master of Education Program**

Don Bantz said that HEC Board staff will recommend approval of the college's M.Ed. program. The HEC Board staff will meet with the board committee this week, and the full board will act on January 25.

**DTF and Committee updates**

Art Costantino recalled that the charge to the Strategic Enrollment Planning Group was expanded. The group focused in Fall quarter on enrollment trends in the graduate programs and Tacoma. Todd Sprague collected information about current recruitment efforts. This quarter they will meet with each of the programs.

Art shared a draft charge for a DTF to propose revisions to the Student Conduct Code. He also distributed a draft charge for the ADA compliance committee.

<p><b>Follow-up:</b> Provide feedback to Art on draft charges for the Student Conduct Code DTF and ADA Compliance Committee by the end of next week.</p>
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**Legislative Update**

Julie Suchanek summarized legislative activities in anticipation of the session beginning on January 14. She described pre-filed bills and issues that are likely to receive legislative attention, including campus safety, tuition waivers for veterans, the Higher Education Master Plan, the Gardner/Evans/Locke capital funding reauthorization, and Running Start. She also discussed potential federal issues including the Higher Education Sustainability Act and funding for the Higher Education Act Reauthorization. Locally, the college is seeking Focus the Nation proclamations from local jurisdictions.

The group briefly discussed changes that the community college system is seeking in Running Start funding. If funding levels change, it may be more attractive for Evergreen to offer programs through the Evening and Weekend Studies Program. Julie will get more information on the proposed changes.

**Board of Trustees Agenda**

John Carmichael briefly reviewed the Board's agenda. Les Purce discussed items that he will include in his report to the Board.

**Flood Relief**

Todd Sprague described plans for a flood relief work party on January 14. It is not yet clear exactly what work the group would be doing, but the call for volunteers will go out to campus.

**Enrollment Update**

Steve Hunter provided an early update on applications for Fall. Application activity, mostly from high school students so far, has been strong, with about 150 more applications than at the same point last year. Winter quarter registration is also strong, and the curriculum is full.

**Capital Project Planning**

Paul Smith shared a tentative ten-year capital project plan, based on the new Campus Master Plan. The schedule will need substantial revision as more information about the costs of projects becomes available. Steve Trotter talked about the state's economic environment and its effect on capital funding.

**Accreditation Standard One**

Don Bantz shared a draft of the first accreditation standard self-study. The group discussed the draft and the issues it raised.

**Senior Staff Meeting**  
**January 21, 2008**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, John Hurley,  
Todd Sprague, Steve Trotter  
Absent: Les Purce, Steve Hunter, Julie Suchanek

**Minutes**

The minutes from the previous meeting were approved.

**Announcements**

- Todd Sprague reported that the project formerly known as "Center for New Media" is now known as "Center for Creative and Applied Media."
- Steve Trotter noted the schedule of interviews for the Director of Sustainability position.
- Don Bantz announced the passing of Sid White.
- Art Costantino discussed the Vice Presidents' plan for announcing Focus the Nation events.
- Art provided an update on the investigation of recent graffiti.
- Art noted that the group planning a conflict resolution office has called for input on their preliminary plans.
- Art said that he and Don Bantz are convening a group to continue follow-up on the First Year Experience DTF recommendations.

**Payroll/Leave Records**

John Hurley said that several issues have emerged in the college's payroll and leave records. Collin Orr and Human Resources are documenting proper procedures and will provide training to the college's timekeepers.

**Faculty Meeting Update**

Don Bantz reviewed actions taken at the faculty meeting. The faculty discussed recommendations from the DTF on long-time visitors and adjuncts. The faculty approved a resolution supporting the Iraqi student project. The issue of a campus smoking ban was referred back to the Agenda Committee.

The Senior Staff discussed the Iraqi Student Project. The Vice Presidents will meet with the group next week.

**Washington TRIO Expansion Program**

Art Costantino distributed a report on expanded services to TRIO-eligible students. The college will be required to show how we have used the money we received in the current biennium to serve more students.

**Management Breakfast Agenda**

John Carmichael described the menu and agenda for the January 28 Management Breakfast. The group discussed the update on the college's 09-11 biennial budget request. Steve Trotter will revise the handout to reflect the Senior Staff discussion.

**Senior Staff Meeting**  
**February 4, 2008**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, John Hurley,  
Todd Sprague, Steve Trotter  
Absent: Les Purce, Steve Hunter, Julie Suchanek

**Minutes**

The minutes from the previous meeting were approved.

**Announcements**

Lee Hoemann reported that the Kirkland alumni reception associated with Josh Blue's performance was well-attended.

**Preview Day**

Steve Hunter said that Preview Day was well-attended and successful. Faculty representation was good. This is the last year that the event is likely to fit in the Longhouse. In the future, it will be held in the CRC.

**Enrollment Updates**

Steve Hunter reported that application activity for Fall 2008 continues to be strong. February is a key month for applications. Non-resident applications are up and resident applications are about even compared to last year.

Steve also reported on Winter quarter enrollment, which was lower than expected. Enrollment for Fall showed an increase of 214 FTE compared to the previous year. After Winter, the increase is reduced to about 70 FTE. Steve noted a variety of reasons for the drop, including a shift from full-time to part-time study, moving some Extended Education credits out of reported enrollment count, fewer new undergraduates entering for Winter, and a drop in graduate students. Steve suggested that this unanticipated change in enrollment provides a good case study showing the need for comprehensive enrollment planning.

**Baldrige Quality Award**

John Hurley noted that the college is required by law to apply for a quality award this year. The Provosts had discussed organizing a training on the process for higher education.

<b>Follow-up:</b> Don Bantz will check on the status of the quality award training.
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**Iraqi Student Project Update**

The VPs reported on their meeting with the Iraqi Student Solidarity Committee. The VPs said that they would not recommend using reserve funds to bring displaced Iraqi students to campus for Fall 2008. They invited the group to work on developing a program that might be available to displaced students in 2009-11 and would be open to both international and domestic students. The VPs named Ken Tabbutt, Steve Hunter, Sharon Goodman and Lee Hoemann as the staff who would work to develop the program. The student committee is scheduled to meet with Les on Wednesday.

**Standard Six - Governance and Administration**

John Carmichael shared a draft of the Governance and Administration chapter of the self-study. The group discussed issues raised and provided feedback and suggestions.

**Annual Goals**

John Carmichael invited the group to review the Senior Staff goals for the year. Several of the goals have been met. He invited the group to identify any that need special attention in the Senior Staff's agendas for the rest of the year. Later in the Spring, the group will need to document accomplishments and work remaining to be done. The group identified areas where goals should be updated to reflect changing conditions.

**Follow-up:** John Carmichael will circulate an updated list of goals reflecting the Senior Staff discussion.

**Senior Staff Meeting  
February 19, 2008  
Meeting Notes**

Attending: Art Costantino, Susan Harris, Lee Hoemann, Steve Hunter, Les Purce, Todd Sprague, Julie Suchanek, Ken Tabbutt, Steve Trotter

Absent: Theresa Aragon, Don Bantz, John Carmichael, John Hurley

**Review of minutes**

Approval of the minutes was deferred to the next meeting.

**Legislative Update**

Julie Suchanek reported that she will email the newest list of bills out. While the House capital, operating and transportation budget will be released tomorrow, she has not heard about the release from the Senate. Julie stated that she has heard little on the hill regarding the February 15 riot.

**Iraqi Student Project**

Les Purce said that he has not heard back from Iraqi Student Committee as to the next steps for the Iraqi Student Project. Ken Tabbutt noted that a group of students have scheduled a meeting next week to discuss fundraising activities for the project.

money based on national origin is prohibited by law, Non-specificity of nationality should be set in the criteria and waivers could be used as a broader project. It was noted that the waiver does not cover mandatory fees and we do not have a history of waiving these fees. While the college does not have authority to assist in covering costs for board, the student group could make a request directly to Aramark.

**Action:**

Ken Tabbutt to schedule a time for him to meet with Sesame students and start discussions.

**Campus Forum Debrief**

Discussion of the open campus forum of the February 15<sup>th</sup> riot occurred. Key points of the discussion included the following: 1) some who attended the forum feel that they haven't and are not being heard, 2) there is much tension with authority, 3) there is a blurring of lines between the Evergreen police, Thurston County police and the Olympia police, 4) there is a group that feels that the discipline should be kept within our own community, 5) if we keep discipline only within the campus community, legal responsibilities will not be addressed and it was noted that this event included others outside of our campus community, 6) race and class privilege are factors in the open campus forum discussion – there seems to be some student expectation that they should not be held legally accountable, 7) a failure to buy into our processes was displayed at the forum

**Riot Debrief**

Art noted that there were approximately 800 people at the concert and that alcohol and drugs were not necessarily directly involved with the riot. One student employee who worked in the CRC was fired due to his involvement with the riot. Les stated that it is not business as usual. A committee is to be set up to review event requirements and processes and identify what the moratorium should extend to. The question of whether the production clearance form is being utilized across the campus was brought to the group. It was noted that the form is not being utilized by all. The production clearance form should be reviewed and updated. Les identified the next steps: Review the actions that occurred, establish facts, conduct an internal review. The Community Review Board will investigate the actions of the campus police. The college will reimburse the county for the car that was destroyed -- approximately \$50,000. Students should pay part of that cost. Issues needing to be addressed: resentment toward law

enforcement, what can we do to hear issues about authority in our community? It was suggested that a second open form be held, and we need to involve the Geoduck Union.

**Action:**

Art to develop a committee to review the student event requirements and processes and identify what the moratorium should extend to. Committee to include a couple of individuals from each area.

Art to charge the community review board to review the incident.

**Senior Staff Meeting**  
**February 25, 2008**  
**Meeting Notes**

Attending: Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Steve Trotter  
Absent: Theresa Aragon, Julie Suchanek

**Dead Prez Concert Follow-up**

Art provided a brief update on developments since the February 15 riot. Student Affairs and the Geoduck Union are organizing the community forum scheduled for Wednesday. Phyllis Lane is leading a group to review policies and procedures for large events and recommended improvements. The national Hip Hop Congress plans a fundraiser to help pay for damages. The college has committed to paying for damages to the Thurston County Sherriff's car. Thurston County estimates their total damages at \$51,000. Art asked the guidance of the group on how the college would find the money.

**Decisions:**

The college will pay for Thurston County's total damages (approximately \$51,000).  
We intend to pay for half of the total with college reserves and seek half from S&A fees.

**Announcements**

- Steve Trotter announced that John Pumilio accepted the position of Director of Sustainability. He will start in late March.
- John Hurley announced that Bonnie Marie will retire on March 31.

**Dashboard Indicators**

The list of dashboard indicators will be discussed at the Board Retreat. The list is condensed from the previous version, in response to comments from the board. The next version of the dashboard will be presented in a more graphical format, with some indicators combined into a single graph. Benchmarks and/or goals for many of the dashboard items remain to be determined. Legislative action may create a state-mandated institutional dashboard, which might lead to further revisions of this list.

**Follow-up:**

The VPs will discuss the indicator data before the March 11 Board meeting. Steve Trotter will provide a mock-up to show how the final dashboard might look.

**Capital Projects**

John Hurley shared a list of proposed capital projects for 2009-11. The group discussed the list, which will be used in whatever system-wide capital prioritization process is used for the next biennium.

**Accreditation Standards 2 and 4**

Rita Pougiales and Matt Smith joined the meeting to discuss accreditation standards 2 (Curriculum) and 4 (Faculty).

**Enrollment**

Steve Hunter reported on data shared at a recent meeting of admissions officers from the public four-year institutions. Applications for fall are up at all but one institution. Only Evergreen and WSU are reporting an increase in transfer students. The total number of applications in the system suggests that there are a lot of applications from students applying to multiple institutions.



**Alumni Board**

Lee Hoemann reported on a recent alumni board meeting. Some historical research has shown that the alumni association was established by the college, not as an independent organization, as some had supposed. Lee's office will be working to formalize a working agreement with the alumni association.

**Northwest Commission on Colleges and Universities (NWCCU) Annual Meeting**

Les Purce reported on the NWCCU annual meeting. The group is making a major revision of accreditation standards. They intend to incorporate sustainability as a theme in the new standards. They will replace the current 10-year cycle with a more continuous seven-year process.

**Senior Staff Meeting**  
**March 3, 2008**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter,  
John Hurley, Les Purce, Todd Sprague  
Absent: Julie Suchanek, Steve Trotter

**Review of minutes**

The minutes were approved with one correction.

**Announcements**

- John Hurley reported on the state auditor's exit conference. The accountability audit had no findings. A management letter noted concerns, which are now being addressed, with the college's systems for tracking payments from the food services contract. John thanked everyone whose work contributed to a very positive audit.
- Lee Hoemann noted that the Foundation's annual audit was also clean. She thanked John Hurley and Collin Orr for their work on the Foundation audit.
- Art Costantino said that the men's basketball team would play Warner-Pacific. The winning team will go to the national championship tournament.
- Todd Sprague noted an article in the Olympian about the Organic Farm's greenhouse and biodiesel projects. The article notes Aramark's contributions.

**Public Records**

Maryam Jacobs and Ken Tabbutt joined the meeting to discuss recent public records requests. Maryam thanked everyone who was helping to respond. She summarized the seven requests currently pending related to the February 15 riot. She urged the Senior Staff to talk to their areas about providing prompt and complete responses to records requests. She urged the group to ensure that everyone receives regular training on this and related topics.

The group discussed misperceptions about the public records law.

**Decision:**

The college will ask the AG to provide a statement that describes employees' responsibilities under the public records law and addresses some misperceptions.

**Capacity and Technology Study**

John Hurley reported that the group working on a statewide capacity study met for the first time. The study is due to the legislature by October 18. Each institution will be asked how they will help to meet the demand for 61,000 additional students identified in the HEC Board master plan. The emphasis is on solutions that do not require new construction.

Decision: The enrollment planning group will be asked to propose Evergreen's response. The group will start by estimating what Evergreen's proportion of the statewide growth would be, extrapolating from current distribution of enrollment in the system. In doing this work, the enrollment planning group will involve other staff as needed.

**Enrollment**

Steve Hunter reported on applications for Fall 2008 enrollment. The priority application deadline passed over the weekend. A detailed breakdown of applications received over the weekend is not yet available, but the total number of applications looks very good and will exceed the number of applications received

in 2003, the high point in recent history. Steve noted overall trends since 2003. The number of non-resident applications has increased, while resident applications have declined. Steve attributes the decline in resident applications to falling enrollment in the community college system and the opening of branch campuses in Tacoma and Vancouver.

### **Board Meeting Agenda**

John Carmichael reviewed the agenda for the March 11 Board of Trustees meeting.

### **Science Carnival**

Don Bantz noted that the Science Carnival is planned for May 30 and 31. College relations will work with the organizers to promote the event.

### **Riot Follow-up**

Art Costantino provided an update on activity in response to the February 15 riot. The Police Services Community Review Board is beginning its review of the incident. Art noted that some students may face multiple accountabilities, including criminal charges and administrative action under the student conduct code.

### **Decision:**

Art and Todd will draft an update for the campus. Art and Les will discuss seeking S&A funds to pay half of the sheriff's damages.

**Senior Staff Meeting**  
**March 10, 2008**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Lee Hoemann, Steve Hunter, John Hurley,  
Les Purce, Todd Sprague, Julie Suchanek, Allen Toothaker, Steve Trotter  
Absent: Art Costantino

**Review of minutes**

The minutes were approved.

**Announcements**

- John Hurley welcomed Allen Toothaker to the group.
- Les Purce said that the Governor had appointed Keith Kessler to the Board of Trustees.

**Legislative Update**

Julie Suchanek reported that the conference committee budget is expected on March 11. The House and Senate budgets were similar for Evergreen, including money to expand mental health counseling and finish the renovation of the Library building.

The Senate passed very few policy bills affecting higher education, but several stalled bills will have to be revived on the floor in order to implement the budget. Julie reported on the status of several policy bills including performance agreements, campus safety mapping, the Higher Education Coordinating Board Master Plan, campus childcare matching grants, greenhouse gas reduction and tuition waivers for National Guard members and veterans.

**February 15 Follow-up**

Les Purce thanked the group for their advice. He reported on feedback from his recent e-mail to the campus. He also described his conversation on Red Square with students.

Steve Trotter summarized questions posed by the S&A Board about paying for the county's damaged vehicles. Were students consulted in the decision to offer payment? Why should the college pay if both parties are self-insured? What is the legal framework that allows us to make the payment? Julie Suchanek said that concern she hears most commonly outside of campus is about tax dollars paying for the damage. Steve said that the group reviewing event policies and procedures hopes to report around April 1.

**Senior Staff Meeting**  
**March 24, 2008**  
**Meeting Notes**

Attending: Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley,  
Todd Sprague, Julie Suchanek, Allen Toothaker, Steve Trotter  
Absent: Theresa Aragon, Les Purce

**Review of minutes**

The minutes were approved.

**Announcements**

John Hurley reminded the group of the March 26 retirement party for Bonnie Marie

**Accreditation Update**

Don Bantz said that the Key Point People (KPP) for the accreditation self-study held a day-long meeting on March 17. John McLain read the most recent draft for coherence and coverage of the standards and provided feedback to the authors. The KPPs plan another period of campus consultation from April 14 through April 25 before finalizing the self-study.

**Governance Assignments**

Discussion was tabled to a future meeting.

**First Year Experience Update**

Don Bantz said that he and Art Costantino met with the implementation team for the First Year Experience DTF recommendations. The team is prioritizing the next phase of work. Their recommendations include the development of a college-wide vision for the first-year experience. Don and Art asked the group to propose an action plan and identify elements that would affect the next biennial budget.

**Enrollment Update**

Steve Hunter provided an update on fall applications. Overall application activity remains strong. He noted five year trends, comparing applications in Fall 2003 to Fall 2008. Over that period, resident applications fell by 201 applications, while non-resident applications increased by 283. Resident transfer applications decreased by 193 while non-resident high school applications increased by 304.

**Summer School Tuition**

Don Bantz said that he is proposing to raise summer school tuition five percent for resident undergraduates and non-resident students. Resident graduate tuition would not be increased. Steve Trotter said that legislative action this year makes an increase possible within the constraints of Initiative 960. The proposal will need board approval in May.

**Performance Agreements**

Steve Trotter outlined issues that will affect planning for 2009-11 budget request and beyond:

- Performance Agreements. The new law on performance agreements requires that the college propose a six-year agreement as part of the budget process for 2009-11. The college is required to assemble a committee, including faculty and students. Working with a statewide committee, the college's committee will develop a preliminary agreement, which must be submitted to the governor and legislature by September 1. A final version of the proposed agreement must be submitted by November 1. If the legislature approves the proposed agreement through budget provisos, the agreement is in effect July 1. If the legislature does not approve, the agreement must be revised to reflect actual funding and would be effective November 1.

- Enrollment Capacity and Technology Study. The HEC Board is coordinating a report due on October 1. The report is intended to describe the investments in space and technology needed to achieve the growth called for in the HEC Board's Master Plan.
- The HEC Board Master Plan calls for an additional 61,500 students by 2018. Evergreen's proportional share of that growth would be 775 FTE.
- The projection for the same period from OFM suggests a much lower level of growth, with growth leveling off or declining in the last several years of the decade. Evergreen's proportional share of the growth that OFM projects would be 250 FTE. The OFM projections are based on population growth. A significant share of this growth may occur in populations that are traditionally less likely to attend college.

The strategic enrollment group is considering the type of enrollment increases that Evergreen could manage given the OFM and HEC Board projections. Steve Trotter suggested a framework. The growth plan for the next six years could focus on the OFM-projected growth, driven by population increases in the state. The college could focus growth planning for the following four years on the HEC Board targets. Meeting the HEC Board growth targets would require a significant outreach effort to serve underrepresented populations. Steve suggested looking at the College Awareness Program proposed several years ago as a model. Don Bantz noted faculty interest in serving Latino students and serving the prison population as possible strategies.

The group agreed to continue this discussion at the next meeting.

#### **Staff Forum Debrief**

John Hurley described the two staff forums held the previous week. John said that the classified staff forum was more animated, with questions on a variety of issues, including the status of the Students for a Democratic Society (SDS), the Social Contract, union dues, a smoking enforcement action in Fall quarter, and others. Art Costantino said that he would draft a communication about the Social Contract. Todd Sprague will draft something about SDS as well.

#### **Legislative Wrap-up**

Julie Suchanek reviewed the completed legislative session. Evergreen received funding to complete the Library Building renovation and money to expand mental health services. The legislature also funded two studies of campus safety as well as several studies by the public policy institute. The legislature also provided one-time funding for a child care matching grant program that will be distributed proportionally based on the support that campus child care programs receive from student fees, a formula that will favor Evergreen.

**Senior Staff Meeting**  
**March 31, 2008**  
**Meeting Notes**

Attending: Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Julie Suchanek, Allen Toothaker, Steve Trotter  
Absent: Theresa Aragon

**Review of minutes**

The minutes of the March 24 meeting were approved with one change.

**Announcements**

John Hurley announced that it was Bonnie Marie's last day at work.

**Governance Assignments**

Don Bantz distributed a proposed list of faculty governance assignments for next year. The process for governance assignments may change in the future. Don asked the group to review the list and provide a response by next week.

<b>Follow-up:</b> Provide feedback on proposed faculty governance assignments to Don by next week.
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**Follow-up on February 15 incident**

Art reported on the recent arrest of a suspect in a graffiti incident. The suspect refused to provide his name to the court, so spent time in jail. Art said that several staff are discussing a campus communication regarding the suspension of SDS. The SDS group has until April 2 to appeal the decision to Tom Mercado, and a second level of appeal is available beyond Tom. The S&A board's questions need a response. The bill from the county is being processed for payment.

**China**

Les Purce reported on his recent trip to China with Hirsh Diamant's academic program.

**Performance Agreements**

Don provided a report from a meeting of the Provosts, which was also attended by HEC Board staff and enrollment and institutional research staff. The group discussed how to recalibrate enrollment goals while still respecting the aspirational goals from the HEC Board Master Plan. The institutions are asked to estimate their enrollment capacity. The UW is working on a template for that estimate. The group identified workgroups needed, including a group focused on expanding the enrollment pipeline and a group focused on other options for boosting degree production.

Steve Hunter said that the enrollment capacity study appears to be conceived as a series of institutional self-studies with some support from the HEC Board's consultant. Steve said that the capacity study should address three types of capacity: programmatic, technological, and physical.

Steve Trotter noted that the final legislative moved away from the Global Challenge States as the benchmark, which could be good for Evergreen.

Steve Hunter reported on the work of the Strategic Enrollment group, which is now meeting weekly to closely examine enrollment projections for the next decade. Growth in the higher education system is likely to occur early in the period, level off by 2013-2014 and may decline in the last part of the period. Planning to the OFM population-based projections, Evergreen could meet its fair share of system-wide growth by planning for an additional 50 FTE/year during the six-year period covered by the performance

agreement. The college could make investments in reach-back programs and programs for underserved populations prepare for growth beyond that initial six-year period.

**Follow-up:**

- Communicate process and timeline to the campus.
- Expand the budget committee to become the performance contract committee
  - Solicit faculty appointments (Don)
  - Solicit student appointments (Art)
- Expand charge of Strategic Enrollment Group to consider the college's responses:
  - to calls for more high-demand degrees
  - to changing student demographics (increasing proportion of college-age population from underserved populations)
- Art and Don discuss charging some work on increasing college-bound students in the K-12 pipeline.
- Les to talk with Victor Moore about the statewide performance contracting committee.



**Senior Staff Meeting**  
**April 14, 2008**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Lee Hoemann, Todd Sprague, Julie Suchanek, Allen Toothaker, Steve Trotter  
Absent: Steve Hunter, John Hurley, Les Purce

**Review of minutes**

The minutes of the March 31 and April 7 meetings were approved.

**Announcements**

- Don Bantz reminded the group that changes to the list of proposed faculty governance assignments are needed before the end of the week.
- Art Costantino reminded the group of the Pancake Brunch and Auction on Thursday.
- Paul Gallegos reminded the group of the workshop on supporting returning veterans scheduled for Thursday.
- Allen Toothaker announced Take Your Children to Work day on May 22.

**Reverend Lawson Visit**

Paul Gallegos said that the Reverend James Lawson, a civil rights leader and colleague of Dr. Martin Luther King Jr., will visit Evergreen for five days during the first week of May. Faculty member Sarah Ryan made the initial contact with Reverend Lawson and the President's office is arranging his itinerary, which will include a meeting with civic leaders, a meeting with local peace and justice groups, involvement in academic programs, and a community presentation.

**February 15 Follow-up**

Art Costantino reported that Tom Mercado had heard an appeal of the suspension of SDS as a recognized student group. Tom reduced the period of suspension by one quarter. A second, final appeal is available to the group. Art also said that he had distributed a campus-wide e-mail addressing some of the issues raised by the SDS suspension. He noted that the Police Services Community Review Board report was made public last week.

**Provost's Meeting**

Don Bantz reported on a recent Provosts' meeting. Most institutions are well advanced in planning their 09-11 biennial budget requests. They are trying to synchronize their budget planning with the new performance agreement process. As soon as the institutional teams are named, draft agreements will be shared through the Council of Presidents.

**CARE Network**

Art Costantino said that the CARE Network is recruiting volunteers and planning training. He urged the group to support staff who may wish to volunteer for this duty.

**Senior Staff Meeting**  
**April 28, 2008**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Steve Hunter, John Hurley,  
Les Purce, Todd Sprague, Allen Toothaker, Steve Trotter  
Absent: Lee Hoemann, Julie Suchanek

**Announcements**

- Steve Hunter reported on a drug-related incident in Housing.
- Allen Toothaker announced a training for managers on "Just Cause" discipline.

**Freshman Advising Day**

Steve Hunter said that Freshman Advising Day was successful and well-attended. He thanked Eddy Brown and others for their work in making the day successful. Don Bantz suggested making Academics more visible in the events opening.

**Performance Agreements**

Don described the Provosts' meeting with Representative Fred Jarrett and Ann Daley. Steve Trotter reported on the work that other institutions are doing to prepare performance agreements. Steve suggested that Evergreen propose an agreement focusing on incremental budget enhancements tied to performance goals, rather than crafting an agreement that covers the whole base budget. Evergreen will work with staff at UW and WSU in an effort to develop a common framework for the proposed agreements.

**Washington State Quality Awards**

The group discussed a document that John Hurley previously distributed summarizing the differences between the full application process for the Washington State Quality Award and the more streamlined, "lite" application process. The agreed that Evergreen's first application should be submitted using the more streamlined process. Theresa Aragon volunteered to be trained as a reviewer for the process.

**Senior Staff Meeting**  
**May 27, 2008**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Steve Hunter, John Hurley,  
Julie Suchanek, Allen Toothaker

Absent: Lee Hoemann, Les Purce, Todd Sprague, Steve Trotter

**Minutes**

The notes from the previous meeting were approved with one correction.

**Announcements**

John Hurley announced that Bonnie Marie passed away over the weekend.

**De-brief of events from the previous week**

Art Costantino provided an update on the sit-in outside his office. Members of the group shared perspectives and offered advice.

**Senior Staff Meeting**  
**June 2, 2008**  
**Meeting Notes**

Attending: Don Bantz, John Carmichael, Steve Hunter, Lee Hoemann, John Hurley, Les Purce, Todd Sprague, Julie Suchanek, Allen Toothaker  
Absent: Theresa Aragon, Art Costantino, Steve Trotter

**Minutes**

The notes from the previous meeting were approved.

**Announcements**

John Carmichael said that Art Costantino would be absent from the meeting in order to attend a meeting with SDS to discuss ending the sit-in.

**Enrollment Update**

Steve Hunter reported on Fall registration. Overall registration is up 5.9% compared to last year. New resident registration is down, but new non-resident and continuing student registration is up.

**Board of Trustees meeting**

John Carmichael distributed a list of actions scheduled for the Board's June 12 meeting and reminded the group of deadlines for the meeting.

**Year-end reporting**

John Carmichael distributed a draft progress report summarizing work on the Senior Staff annual goals. He asked for help filling in gaps in the report. The group discussed the goal to upgrade Human Resource Management Systems and to work on strategies for community college outreach.

**Senior Staff Meeting**  
**June 9, 2008**  
**Meeting Notes**

Attending: Theresa Aragon, Don Bantz, John Carmichael, Art Costantino, Steve Hunter, John Hurley,  
Les Purce, Todd Sprague, Julie Suchanek, Allen Toothaker  
Absent: Lee Hoemann, Steve Trotter

**Minutes**

The notes from the previous meeting were approved.

**Announcements**

- John Hurley said that the Thurston County Regional Planning Council is conducting a feasibility study for a new interchange for Highway 101 to Kaiser Road. Paul Smith is monitoring the project on behalf of the college.
- John Hurley said that a public meeting is scheduled to collect comments on hazard mitigation for the clock tower. The public meeting is required before the college can apply for a federal earthquake hazard mitigation grant.
- Art Costantino said that both Graduation and Super Saturday are seeking volunteers.
- Don Bantz reported on the Reservation-Based program graduation celebration. He also said that the Puyallup Tribe is inviting the program to operate at their site.

**Sit-in Update**

Art Costantino reported on the ongoing sit-in. The groups met for six hours of negotiation on Friday. They are scheduled to return to negotiations on the afternoon of June 10.

**Legislative Update**

Julie Suchanek distributed a summary of the 2007 legislative session for the group's reference. She reported on the first meeting of the state's Performance Agreement Committee. The HEC Board is staffing the committee and has hired NCHEMS to provide data on peer comparisons. Julie reviewed recent and scheduled campus visits from legislative staff. She said that she will spend much of June and July visiting legislators in their districts. She also reported on recent and planned visits with congressional staff.

**Board of Trustees meeting**

John Carmichael distributed the agenda for the June 12 Board of Trustees meeting and an outline of the budget work session.