Things to make sure happen before FY16 (June 30, 2016)

1. Heather – Pay for Seattle Idealist fair (through Marketing – Todd Sprague)
2. Consider signing up for NAGAP membership (Heather) for FY17
3. Make sure we pay for surveymonkey for FY17 (out of 25101 – Marshall Robinson does this)
4. Download recommender emails for Fall 16 for emailing thank yous before we lose CollegeNet July 1 (Heather – ask Amanda Mobbs to help)
5. Delete Gail off of online directory and make sure Heather’s profile in the directory is linked to MES (make request through help desk for this).
6. **Heather:** Make sure auto-email that goes out when a person fills out a request form links to correct pages on new site and has Heather’s sig, as well as no formatting issues. You can ask Justin McDowell to review for advice on making it simple and clean.

Here are edits for the auto email:

1. We need to change the Asst Dir to be Heather May, email TBA, signature TBA. Or, it could have no name at all and just say MES with mes@ and x6225, since she is interim.  Thoughts?
2. The sub header for the email looks like it says “Go beyond majors, classes, and grades at The Evergreen State College.” This should be different for MES. I would say “Study the environment in the Pacific Northwest” or “Training environmental leaders since 1984 in the Pacific Northwest” or…
3. Spacing/font size is still wonky (you can see below) between paras. More specifically, we need a space between the last bullet in the first section and the “Learn More” section and font of last sentence needs to be bigger
4. Website at bottom needs to be evergreen.edu/mes
5. The gray part above the evergreen state college logo does not go all the way across (upper left hand side)
6. Please take out the linkedin logo, or link it to Evergreen’s main linkedin page (the page it links to is for alumni only)
7. Finally, the links and some wording will change, because we are updating our website in a week or so.  I, or Heather, will get you new language soon.

**From:** Gail Wootan [<mailto:wootang@evergreen.edu>]   
**Sent:** Friday, May 13, 2016 5:53 PM  
**To:** Wootan, Gail  
**Subject:** Thanks for your interest in Evergreen’s Master of Environmental Studies degree

Go beyond majors, classes, and grades at The Evergreen State College.

Go beyond majors, classes, and grades at The Evergreen State College.

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| |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | [the evergreen state college](http://evergreen.edu/) |  | | | |  | | --- | | Thank you for your inquiry | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  | | --- | |  |  |  |  |  | | --- | --- | --- | | |  | | --- | |  | | Dear Gail,  Thank you for requesting information about Evergreen’s [Master of Environmental Studies (MES)](http://www.evergreen.edu/mes/) degree! If you requested a brochure, it’s on its way. Here is some important info to help you decide if MES is right for you:   **About MES**  MES is a two-year evening degree that trains you to be one of tomorrow’s environmental leaders through its unique, interdisciplinary [curriculum](http://www.evergreen.edu/mes/curriculum.htm) in beautiful Olympia, Washington.   * **Courses are team-taught** by natural and social sciences [faculty](http://www.evergreen.edu/mes/facultyandstaff.htm), and [students](http://www.evergreen.edu/mes/students.htm) come from a variety of academic backgrounds and majors. * **We help you find meaningful** [**internships**](http://www.evergreen.edu/mes/internships.htm) **or** [**jobs**](http://www.evergreen.edu/mes/jobs.htm) during the day so that you are building your resume while earning your degree. * **Our** [**tuition**](http://www.evergreen.edu/mes/costs.htm) **is lower** than any other environmental graduate degree in Western Washington and more than 75% of students who apply for [aid](http://www.evergreen.edu/mes/costs.htm) receive funding. * **MES** [**alumni**](http://www.evergreen.edu/mes/alumni.htm) work in the public and private sectors on everything from conservation to environmental education or go on to earn their Ph.D.   **Learn More**   * **Register for an** [**info session**](http://www.evergreen.edu/mes/infosessions.htm) * **Set up a** [**campus visit**](http://www.evergreen.edu/mes/contactus.htm) **or** [**visit us**](http://www.evergreen.edu/mes/visit.htm) in a city near you! * **Keep up with MES** through our [MESsages blog](http://blogs.evergreen.edu/messages/) or through [Facebook](https://www.facebook.com/evergreenmes), [Twitter](https://twitter.com/EvergreenMES) and [Instagram](https://instagram.com/evergreenmes/). * **Prep for MES** by reviewing our [admission requirements](http://www.evergreen.edu/mes/admission.htm).   We look forward to seeing your [application](https://www.applyweb.com/evergrad/), and please let me know if you have any further questions. | | | | http://evergreen.edu/_assets/crm/email/spacer.gif | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | Sincerely, | | http://evergreen.edu/_assets/crm/email/signatures/personal/gail-wootan.png | | Gail Wootan, M.Ed. Assistant Director, Graduate Program on the Environment (360) 867-6225 | | http://evergreen.edu/_assets/crm/email/spacer.gif | | [http://evergreen.edu/_assets/crm/email/signatures/master-of-environmental-studies.png](http://www.evergreen.edu/mes/home.htm) | | 2700 Evergreen Parkway NW  Olympia, WA 98505  <http://evergreen.edu> | | | | | | http://evergreen.edu/_assets/crm/email/shadow.png | | http://evergreen.edu/_assets/crm/email/spacer.gif | |
| |  | | --- | | Stay Connected: | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | [Facebook](https://www.facebook.com/evergreenmes) | http://evergreen.edu/_assets/crm/email/spacer.gif | [Twitter](http://twitter.com/EvergreenMES) | http://evergreen.edu/_assets/crm/email/spacer.gif | [Youtube](https://www.youtube.com/channel/UCEvEjS6Nzfjuvyx_AY1GF1Q) | http://evergreen.edu/_assets/crm/email/spacer.gif | [Instagram](http://instagram.com/evergreenmes) | http://evergreen.edu/_assets/crm/email/spacer.gif | [LinkedIn](https://www.linkedin.com/groups/Evergreen-State-College-MES-Program-1291287/about) | | |

Things that need to happen Summer 16

1. **Heather/Kevin:** Award $4375 Foundation fellowship (Kevin needs to rank people first)
2. **Kevin:** 25102 has been paying for the writing tutor for FY16 (Cummings) – need to work w/Walter Niemiec to move to Ac Affairs.
3. **Award $10k** in work-study to Josh Christy/Emily Moore/Arielle Simmons. Work w/Scott Elliott to understand how work-study works (ex – we only pay 25% of their pay as long as they are work-study). Make sure to tell Tina Pearson which student employees are work-study