

**Senior Staff Meeting  
December 15, 2008  
Meeting Notes**

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

**Minutes**

The notes from the previous meeting were approved.

**Announcements**

- Todd Sprague reported that the new edition of the alumni magazine is being distributed. The issue focuses on international education.
- Student Affairs and Human Resources are moving this week.
- John Hurley said that disassembling furniture is prohibited without prior approval from Patti or Kirk.

**Budget Update**

Les Purce distributed copies of the Council of President's letter to the Governor. Les described the COP discussion of tuition policy. The governor's budget will be released on Thursday.

**Layoff Procedures**

Allen Toothaker distributed a copy of the layoff process described in the classified union contract. He described the process for calculating seniority and bumping rights. He drew special attention to the timelines required in the contract: a 30-day notice to the union and a 20-day notice to the employee.

Follow-up: Prepare to post information about layoff procedures for the three main groups of employees: faculty, classified staff and exempt staff.
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**CAB Surge**

John Hurley reported that the VPs met with Paul Smith and Azeem Hoosein to discuss the CAB surge plans. The plan includes a request for up to \$700,000 from college reserves to renovate Library 4300 to serve as a temporary cafeteria. The VPs support the plan but are concerned about the money. Paul and Azeem are developing an option that would delay the work for three-months so that some additional revenue collection would be available to support the project. More discussion with student stakeholders is needed.