

Senior Staff Meeting
June 13, 2011
Meeting Notes

Attending: John Carmichael, Art Costantino, Susan Harris, Lee Hoemann, Steve Hunter, John Hurley,
Nancy Murray, Les Purce, Steve Trotter, Laurel Uznanski

Absent: Julie Garver, Ken Tabbutt

Guest: Bruce Sutherland

Review of Minutes

The June 6, 2011 minutes were not yet ready for review.

Update on Comprehensive Emergency Management Plan

Bruce Sutherland gave an overview of the Comprehensive Emergency Management Plan and reviewed the table of contents. Two notebooks and one CD were distributed to each senior staff member. One notebook is to keep at home and the other is for the office. Some of the elements of the plan will be available on the website, the N drive and the O drive. A few hardcopies will be available in key areas. A new CD will be provided on an annual basis and changes will be emailed as they come up. The Emergency Management Workgroup worked on the plan together. Bruce indicated that there has been some difficulty getting faculty and students to become members of this group. Aaron P. is continuing to work to secure an off-site back-up location to keep administrative applications running and information available during an emergency. Police Services has keys to the emergency storage shed and facilities has back-up keys. At the conclusion of fire alarms, there will be an announcement for an all clear, but even if no announcement can be heard, people can go back into buildings when the fire alarm stops sounding.

Decisions and Actions

- Bruce S. will make an announcement regarding the Comprehensive Emergency Management Plan in his next monthly email update.
- Add Follow-Up to Comprehensive Emergency Management Plan to the agenda two weeks out (John C.).
- Review the Comprehensive Emergency Management Plan and come to Senior Staff with any questions you may have (all).

De-Brief Events of Previous Week

The Board of Trustees approved summer tuition and the Foundation agreement at the BOT meeting on Thursday. Paul Winters has been voted in as Chair, Keith Kessler and Kristin Hayden as Co-Vice Chairs, and Carver Gayton as Secretary. The next meeting is scheduled for July 20, 2011. Materials for the upcoming meeting are needed prior to the 4th of July holiday. The majority of the meeting will be regarding the President's evaluation and the operating and capital budgets.

The retirement reception went well. There is interest in making this a regular event. Given that staff retire throughout the year, it may make sense to have an event mid-year as well.

Graduation went well, however there was some concern regarding individuals climbing the new slats of the CAB.

Decisions and Actions

- Materials for the July 20th Board of Trustees meeting to be submitted to John C. by June 28, 2011.
- Look at list in the fall to consider possibility of having a retirement reception at the annual holiday event (John C.).

Cell Antennae Update

According to the college's safety officer, there is no credible study on ill effects of cell antennas. The RFP is expected to go out within 30-60 days. Once the responses to the RFP have been received and reviewed, the VPs will meet to make a recommendation to Les P. The CLUC will make a recommendation on aesthetics.

Decisions and Actions

- VPs to send out campus communication regarding the decision on the cell tower(s) (VPs, Todd S.).

Other

Art C. discussed the GSU balloting process. He will talk with the group again in the summer and fall to discuss a how to improve the process that brings issues to a ballot.

Decisions and Actions

- Move "Follow-Up to Legislation" to the upcoming Senior Staff agenda (John C.).