

**Senior Staff Meeting
December 5, 2011
Meeting Notes**

Attending: John Carmichael, Art Costantino, Susan Harris, Steve Hunter, John Hurley, Nancy Murray,
Todd Sprague, Steve Trotter, Laurel Uznanski, Michael Zimmerman
Absent: Julie Garver, Lee Hoemann, Les Purce

Review of Minutes

The November 28, 2011 minutes were approved as written.

Announcements

- The emergency evacuation drill scheduled for today has been canceled due to a conflict with an academic program.

Recognition Event

The recognition event, previously known as the holiday lunch, will open the buffet line at 11:30am this Thursday, December 8, 2012. The program will run from 12-1pm. The 40th Anniversary theme will run throughout. 40th Anniversary pins will be distributed to those who attend. A draft program was distributed to Senior Staff for review. Errors were noted on the Academics list. VPs will introduce staff/faculty to be recognized. Emeritus faculty have been invited and both Charlie McCann and Nancy Taylor plan to attend.

Decisions and Actions

- Corrections for the recognition program to be given to John C. by noon today (all).
- VPs to discuss at the next VP meeting tomorrow how introductions are to be made at the recognition event (VPs).