

**Senior Staff Meeting**  
**May 2, 2011**  
**Meeting Notes**

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

**Review of Minutes**

The April 25, 2011 minutes were approved as written.

**Additions to the Agenda**

No additions were made to the agenda.

**Announcements**

- The Board of Trustees approved the mission statement at the special Board meeting held April 28, 2011.
- The Freshman Advising Day is scheduled for this Friday. The event starts at 9:00 a.m. at the 2<sup>nd</sup> floor library building lobby.
- The Lavelle house will be vacated on June 30<sup>th</sup>. The college will attempt to rent the house again and also look into the costs to upgrade the property to place back on the real estate market.
- The retirement incentive program is officially closed. Thirteen employees have taken part in the offering.
- The Day of Absence and Day of Presence activities for 2011 have concluded.

**Social Security Numbers**

In response to the letters sent to employees regarding the possible access of social security numbers, a few phone calls have been received. There is no indication that there has been any identity theft related to this incident. Computing is isolating and freezing files listing social security numbers unless there is an obvious need for access – such as financial aid files, etc.

Decisions and Actions

- Jamie Worley and/or Aaron Powell will contact the Vice Presidents with more details on where the social security numbers are being found in their divisions (John H.)
- Draft and send campus wide communication regarding the appropriate use of social security numbers (John H.).

**Orientation of New Provost**

Michael Zimmerman will be visiting next week and will be introduced at the Board meeting. Ken T. will be taking Michael to breakfast before the Board Meeting. Senior Staff was asked what they thought would be valuable things for the brief visit and for the actual orientation. Todd S. emailed out a draft list of ideas as a starting point. Specific suggestions for orientation included: attend deans retreat, short meeting with search committee, Student Affairs Deans and Directors group, one on ones with VPs, Curriculum deans and Steve H., Student Affairs Divisional retreat, meet with FAD direct reports, strategic enrollment group, spend time in first year core program, Ken and Michael to both attend external provost meeting, and meet with Mike Reilly-COP.

Decisions and Actions

- John C., in consultation with Senior Staff, will compile a list of emerging issues (both divisional and institution wide) for Provost briefing document (John C.).

**Board of Trustees Meeting**

The draft agenda for the May 10 and May 11 Board meeting was distributed for review. The first day will include an executive session and a tour of housing. The program presentation on May 11<sup>th</sup> will be from Gateways. Generally we would show the budget and spending plan at the May meeting with a vote

in June, however with the delay in the legislature, the vote is expected in July. A campus hearing offering more definitive answers with a spending plan will be held week 9 or week 10 of spring quarter.

<u>Decisions and Actions</u>
<ul style="list-style-type: none"><li>• Move the Board budget work session to align with the legislative timeline (John C.).</li><li>• Hold campus hearing week 9 or week 10 for feedback on spending plan. Proposal to Board at June meeting to be considered final with request for Board approval at July meeting.</li></ul>