

Senior Staff Meeting
October 31, 2011
Meeting Notes

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

Absent: Julie Garver

Review of Minutes

The October 24, 2011 minutes were approved as written.

Years of Service Recognition

The Years of Service Recognition will be done as part of the re-envisioned holiday lunch. Mary Ann S. is working with Human Resource to obtain a list of employees to be recognized. The lists will be sent out to the VPs. Honored employees will get a certificate and a pin. Only those with higher numbers of years will be recognized at the lunch. The divisions will distribute certificates and pins to those with lower numbers of years of service. The 40th Anniversary theme will be integrated into the recognition event scheduled for Thursday, December 8, 2011.

Senior Staff work Plans

The updated copy of the "Senior Staff Work Plans" was sent out with the agenda.

<u>Decisions and Actions</u>

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| <ul style="list-style-type: none">• The "Senior Staff Work Plans" were adopted as written. |
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Board of Trustees Agenda

A draft agenda planning document was distributed. A copy of the "Fall 2011 Enrollment Highlights," which will be presented at the BOT meeting, was distributed and reviewed with Senior Staff.