

**Senior Staff Meeting**  
**August 18, 2008**  
**Meeting Notes**

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

**Minutes**

The notes from the previous meeting were approved.

**Announcements**

- John Hurley said that the college may have to go through an RFP process to obtain a Human Resources Management System.

**Policy Committee Update**

John Carmichael reviewed the membership and work of the Policy Advisory Committee. The group attended a two-day training on policy writing. They are working on proposed revisions to the college's policy development process. They have identified quite a few policies in need of development or revision. John distributed a preliminary list of college policies in need of development or revision. He asked the group to review the list, share it with others in their areas, and suggest additions and priorities.

**Follow-up:** Review the preliminary list of policies needing attention. At a future meeting, be prepared to suggest additions and priorities.

**Exempt Compensation Plan**

Allen Toothaker described the steps he is taking to finalize materials for the VPs to discuss salary increases with exempt staff in their areas. Allen expected to finalize the material by the end of the day.

**Retreat Follow-up**

The group continued a discussion begun at the retreat on campus climate. Other issues affecting campus climate were identified, including consistency of leave practices, supervisory issues, and accountability.

**Follow-up:** Review the retreat agenda and the notes from the retreat when they are available. The group will plan to spend a day together after the accreditation visit, continuing to discuss the remaining agenda items.

**Cost-cutting ideas**

Les Purce noted that the Governor's office has signaled a willingness to consider moving state agencies to a four-day workweek if the change results in cost savings. Les asked if any of the group's professional organizations have information on the feasibility of that idea in higher education. Allen Toothaker will check the NACUBO knowledge base.