

**Senior Staff Meeting**  
**July 20, 2009**  
**Meeting Notes**

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

**Minutes**

The notes from the previous meeting were approved.

**Announcements**

- Art Costantino said that Student Affairs is sponsoring participation in a Webinar, "Using Data in Decision-Making" on Wednesday morning. Others are welcome to attend.
- Steve Hunter reported that Tracy Hall accepted the Director of Financial Aid position and will begin work on September 1.

**Retreat Planning**

John Carmichael reported that Dee Endelman will facilitate the Senior Staff Retreat. Sarah Bland in the President's Office will schedule phone contacts between Dee and members of the Senior Staff in advance of the retreat. Those phone conversations will be used to develop the proposed agenda for the retreat.

**COPLAC Contacts**

Les Purce said that the Council of Public Liberal Arts Colleges has now moved to the University of North Carolina at Asheville. Bill Spellman is serving as Executive Director. The organization is exploring opportunities for the member institutions to share resources and joint initiatives. Les has asked Don Bantz, Steve Hunter and Todd Sprague to serve as the designated liaisons to COPLAC for initiatives in their areas.

**Exempt Staff**

Allen Toothaker distributed a proposal for quarterly forums for exempt staff. Allen reported that he is also working on policies that would cover exempt staff hiring, compensation and leave. The group discussed the proposal, including the purpose and agenda of the forum, how the agenda might be set, and how this forum would connect to the Management Group and other forums and groups on campus.

**Follow-up:**

- Les Purce said that he is approving the "Me Too" proposal to keep exempt leave policies the same as the leave policies in the classified union contract.
- The group will discuss the proposed exempt staff forum further at the retreat in August.

**Layoff Status**

Allen Toothaker briefly reported on the status of layoffs necessary to implement the new biennial budget. The current process will be largely complete by July 27. Some additional layoffs will not take place until the fall; there is a chance that these could result in bumping actions.

**Follow-up:**

Allen will talk with the departments that could be affected by bumping actions in the fall.

**Public Records**

Les Purce said that more than 70 public records requests are pending, some very broad in scope. The workload has severely limited the time that Maryam Jacobs has available for internal audit work. In order to free up Maryam's time, the college will hire someone to serve as Public Records Officer for an 18

month contract. Les said that the position will be located in Finance and Administration. The group briefly discussed the increase in public records requests. In part, the increase represents a larger trend being experienced by many public agencies. In part, the increase may be an indicator of campus climate.

**Enrollment Update**

Steve Hunter reported that fall enrollment is up, in part due to a significant increase in retention in Juniors and Seniors, probably related to the economy. This has the potential to produce significant over-enrollment in 2009-10. When those Juniors and Seniors graduate, they will leave an unusually large hole to fill with new admits. Steve proposed that the college stop taking new applications on July 31. He also proposed that the college authorize the deans to fill six additional faculty lines to make more room in the fall curriculum. Steve said that he would also try to manage Winter and Spring admissions to reduce the level of over-enrollment in 2009-10. The group discussed the proposal.

**Follow-up:**

Before acting to shut off admissions for Fall, the Deans will be asked to consider to what extent the fall curriculum can reasonably be expanded to accommodate over-enrollment.

**Board Meeting Follow-up**

The group discussed the public comment received at the June and July board meetings.

**Follow-up:**

Les will respond to the "demands." Steve Trotter and Walter Niemiec will draft brief responses to items 1 and 2. Les will write responses to items 3 and 7. John Hurley will draft brief responses to items 4 and 8. Art Costantino will draft responses to items 5 and 6. Draft responses are due to John Carmichael by August 7.