

Senior Staff Meeting
August 30, 2010
Meeting Notes

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

Announcements

- The next Senior Staff meeting is changed to Tuesday, September 7th at 3:00 p.m. due to the Labor Day holiday.
- Art C. announced that Senior Staff might want to convene a group to assess better use of technology on campus – i.e.; provide better communications, better promotions and Q&A pages. Art and Todd will work on a charge for this purpose and share with Senior Staff when the charge is more developed.

Student and Temporary Employees Automated Time Sheets

Automated timesheets for student and temporary employees will be launched September 16th. It was stressed that STAFs need to be completed in a timely manner for the system to work efficiently.

CAB Update

John H. conducted a walk through of the CAB last Monday. Extra crews are being brought in by the contractor to assist in completing the project on time. Another walk through will be conducted this week. Training in the Greenery is scheduled for September 7th and KAOS is scheduled in move back to the CAB in October.

Decisions and Actions

- Student Affairs has offered to take the lead on an opening celebration for the CAB. Art C. will connect with Todd S. and the Facilities department regarding the event.

Budget Outlook

The budget outlook update was deferred to the next Senior Staff meeting.

Convocation and Board Meeting

A draft list of agenda items was distributed to senior staff. The Board Meeting is scheduled for September 15, 2010. The Board Co-chairs will meet with the new executive Director of the HEC Board and some HEC Board members the day before the meeting. The Faculty Reception at the President's Residence will take place that same evening.

The special guest speaker for convocation fell through. Mary Ann should soon be touching bases with the VP's regarding the event. The event should look very similar to last year.

Decisions and Actions

- John C. to plan for executive session and hold a time for an action item on the agenda.

Orientation

Copies of the program for the New Student Orientation were distributed to Senior Staff. Art C. suggested Senior Staff members visit housing on Saturday the 18th. As a Jewish holiday (Yom Kippur) falls during Saturday of the New Student Orientation, Student Affairs has been working with Hillel on scheduling and activities. A break the fast activity will take place Saturday night and a quicker version of orientation will take place on Monday for individuals not able to participate on Saturday due to the holiday. Who should send out communications regarding Jewish holidays remains to be decided as academics was not represented at the meeting.

Leave Accrual Dates

To facilitate the move to Banner HR, it is being proposed to change the leave accrual dates to the last working day of each month for all employees. At this time, leave is accrued on the 20th of the month for exempt personnel and on the 1st of the month for classified personnel. This change would make it one day sooner for classified personnel and five days later for exempt personnel. This change would take effect January 1, 2011. No objections were voiced.