



Senior Leadership Team Summary Notes  
 January 3, 2011  
 2 p.m.

Members Present: Gena Proulx, Betsy Oudenhoven, Dwayne Cable, Joyce Coleman, Valerie Roberson, Tammy Rust and Ryan Smith

Guests Present: Pat Van Duyne and Jeff Julian

Meeting Recorder: Jennifer Tenn

AGENDA ITEM	DISCUSSION	OUTCOME
<b><u>Institutional Effectiveness</u></b>	<i>Opening Session-</i> Mr. Julian discussed topics that are to be discussed at opening session, waiting to make sure that nothing else was to be added by the senior staff.	Discussion and finalization of the student script.
<b><u>Administrative Services</u></b>	<p><i>Budget Kickoff</i></p> <p><i>Digital Signage-</i> the locations of existing digital signs were discussed and what to do them, whether to leave, replace or take down.</p> <p><i>Landscaping/site work-</i> Mr. Van Duyne reviewed the design of the landscaping. It will be brought to the Building and Grounds committee on January 12.</p> <p><i>Audit</i></p>	<p>Will be January 4 at 2 p.m.</p> <p>Leave signage by the Joliet airport, Romeoville campus and City Center. Remove digital signage at main entrance.</p> <p>Discussion and approval as presented.</p> <p>An RFP is being sent out.</p>

<b><u>Human Resources</u></b>	<i>Searches in Progress</i> - Trustees have requested input on determining whether or not an approved and budgeted position should be filled.	A form was developed by Ms. Coleman. this will be a workshop agenda item in January.
<b><u>Miscellaneous</u></b>	<p><i>Budget Retreat</i> – Discussed when to have it</p> <p><i>Strategic Planning Retreat</i> – discussed when to have it. Joel Lapin will facilitate with Ryan and Gena.</p> <p><i>BOT Meeting of January 18, 2011</i></p> <p><i>President’s Report</i>-how to address BOT regarding a grant that that will support faculty travel to India.</p> <p><i>Corporate Benefits Program</i></p> <p><i>Performance Assessment</i></p> <p><i>Senior Staff Retreat</i></p> <p><i>BOT Dinner with senior staff</i></p> <p><i>CQIN</i>- Membership continuation was discussed</p>	<p>January 22 from 8:30 a.m. – Noon.</p> <p>January 29 from 8:30 a.m. – Noon.</p> <p>Discussion.</p> <p>List as a separate report on BOT Agenda.</p> <p>Discounted vacations are being offered to employees. J. Coleman will follow up with Carmen Morales.</p> <p>Make an appointment with Gena to complete form prior to February 1.</p> <p>January 24. Include Chamber Luncheon.</p> <p>Tentative February 8.</p> <p>Discontinue CQIN membership. Ryan to follow up with Roxanne Munch. Gena to notify CQIN. Announce as part of FY 2012 budget reductions.</p>