



Senior Leadership Team Summary Notes  
January 11, 2010

Members Present: Gena Proulx, Dave Agazzi, Dwayne Cable, Joyce Coleman, Susan Paddock for Betsy Oudenhoven and Ryan Smith

Meeting Recorder: Joan Tierney

AGENDA ITEM	DISCUSSION	OUTCOME
<b><u>Administrative Services</u></b>	<i>Budget update</i> ---SLT was updated on the current budget planning status. Variable tuition will be studied further and discussions on what will be recommended to the Board were held.  <i>FY10 spending delays</i> ---The FY10 spending delays received thus far were reviewed.	Further discussion on budget planning will be held at next SLT meeting and R. Smith will survey colleagues on their methodology for variable tuition.  SLT members to meet with the areas they are responsible for and get their spending delays to D. Agazzi as soon as possible.
<b><u>Information Technology</u></b>	<i>Technology requests</i> —If any of the SLT divisions have requests for technology, they should be sent to D. Cable as soon as possible.  <i>Phone outages</i> —SLT was updated on the progress of getting the phones on campus back in working order due to the accidental cutting of telephone cable during construction processes.	Information  Information

<p><b><u>Institutional Advancement and Research</u></b></p>	<p><i>FOIA</i>— R. Smith reviewed new policy with SLT and will make suggested changes.</p> <p><i>Employee giving campaign</i>—R. Smith reviewed suggestions to further participation in the campaign with emphasis on a raffle.</p> <p><i>Institutional review board</i>---A task force is being developed to study the development of an IRB for JJC. Other community colleges will be visited to help us in the development of this endeavor.</p>	<p>Policy will be presented to Board at the January Board Workshop.</p> <p>R. Smith and J. Coleman will meet to further explore ideas and present to SLT at a future meeting.</p> <p>Further information will be shared with SLT as it becomes available and presentation will be made to the Board at a future Board Workshop.</p>
<p><b><u>Student Development</u></b></p>	<p><i>Institutional drop for non-attendance at 10<sup>th</sup> day</i>—The recommendation is for an automated process for dropping rather than the current manual process.</p> <p><i>Commencement stage party at Lewis University</i>---A discussion ensued on who should be on stage at our May Commencement, as the new stage is much larger.</p>	<p>Meeting will be held with L. Uzureau and D. Seward to review this process. After meeting L. Uzureau will bring to Department Chairs. SLT supports the recommendation.</p> <p>SLT will discuss this topic further at a future meeting.</p>
<p><b><u>Miscellaneous</u></b></p>	<p><i>Catalog responses</i>—G. Proulx reminded SLT that there are several areas that have not sent in their responses concerning their areas in the catalog. This is a priority.</p>	<p>J. Coleman will meet with J. Gockman to review who has not responded to the requests and a list will be developed and sent to the SLT members.</p>