



Senior Leadership Team Summary Notes
January 31, 2011

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

Presentation Guest: Kelly Myers

Meeting Recorder: Joan Tierney

AGENDA ITEM	DISCUSSION	OUTCOME
<u>Academic Affairs</u>	<i>Local 150</i> ---V. Roberson advised SLT that Local 150 would like to partner with JJC to offer more classes and are looking for a letter of intent from the college.	A team will be formed to look at this request further.
<u>Administrative Services</u>	<p><i>Policies and procedures</i>---T. Rust reviewed the purchasing policy procedure and college personnel rights and responsibilities in college-supported materials.</p> <p><i>Furniture</i>---Furniture for the new facility has become a budget issue.</p> <p><i>Naming of the cafeteria and coffee stands</i>---Several different names and suggestions have been received for the naming of the new cafeteria and coffee stands for our new campus center.</p>	<p>SLT will send any changes to T. Rust by the following Monday.</p> <p>T. Rust will research the budget to see if additional dollars are available.</p> <p>Student government members will be requested to review the suggestions and pare down the names to three for each category. Each category should have distinctly different names for easy identification of these locations. The pared down list will be brought back to SLT.</p>

	<p><i>Legal bills</i>---A process needs to be developed for contacting the college attorney as we have too many individuals directly contacting him. The suggestion is to have all individuals go through their respective SLT leaders before contacting the attorney.</p> <p><i>Budget discussion</i>---SLT discussed methods that are needed to balance the upcoming budget.</p>	<p>A method for contacting the attorney will be developed by T. Rust and brought back to SLT for discussion.</p> <p>Variable tuition will be recommended to the Board as an action item.</p>
<u>Human Resources</u>	<p><i>Vacancies/job postings</i>—SLT reviewed current vacancies and job postings.</p> <p><i>Administrative/Professional contracts</i>---review information carefully.</p> <p><i>Upgrades and reclassifications for clerical staff</i>---SLT reviewed the recommendations. The process for the appeal process was reviewed with suggestions to change the process. J. Coleman will study the appeal process suggestions further.</p>	<p>Review.</p> <p>SLT to review the individual names on the Board material and report any changes to J. Coleman ASAP</p> <p>Discussion and further follow-up.</p>
<u>Information Technology</u>	<p><i>Campus Center move</i>: D. Cable distributed a schedule that indicated meetings dates and time for each SLT member’s area and the individuals that have been invited to attend the meeting.</p> <p><i>Centennial Commons</i>: Discussion occurred on the level of technology that can be provided to Centennial Commons by the college.</p> <p><i>IT staffing vacancies</i>: The vacancies in the IT department were reviewed.</p> <p><i>Datatel users group conference</i>---D. Cable discussed the make up of the individuals that were attending the conference. There is an open slot due to an employee leaving the department.</p> <p><i>Educause conference</i>---D. Cable will be attending this conference.</p>	<p>Review and send any changes to D. Cable.</p> <p>K. Mulvey will contact J. Munroe and set up a time for D. Cable to meet with her to review what our level of involvement can be with student housing.</p> <p>Discussion.</p> <p>D. Cable will email information on the conference to V. Roberson and J. Coleman .</p> <p>Information.</p>
<u>Institutional Effectiveness</u>	<p><i>Strategic Plan</i>---R. Smith updated SLT on the trends of the plan. An online survey is being developed for community input.</p>	<p>R. Smith requested that SLT review this information ASAP once it is available.</p>
<u>Student Services</u>	<p><i>Student employment</i>---Discussion was held on student employment budgets and the request to look at a possible different method for pooling student employment dollars for college-wide use.</p>	<p>B. Oudenhoven and V. Roberson will work together and bring a recommendation back to SLT.</p>

	<p><i>Enrollment report</i>---B. Oudenhoven requested that SLT review the information provided and if there are any changes to get back to her ASAP.</p> <p><i>HOME and free speech issue</i>---B. Oudenhoven referred to the information that SLT had received concerning some controversy on this group who was granted permission to be on campus.</p>	<p>Review.</p> <p>B. Oudenhoven will work with the Diversity Advisory Committee concerning the issue.</p>
<u>Miscellaneous</u>	<p><i>Board agenda review</i>—The agenda for the February 8, 2011 board meeting was reviewed.</p> <p><i>Diversity Advisory Council</i>--SLT would like this council to make a presentation at a future SLT retreat. Additional dates for the SLT retreat dates will be researched.</p> <p><i>Travel guidelines</i>---The travel guidelines were reviewed by SLT.</p> <p><i>Closing procedures</i>---The closing procedures were reviewed as informational material.</p> <p><i>Presentation wall for new campus center</i>---G. Proulx reviewed the artists rendering of the proposed presentation wall in the Board Room of the new campus center.</p>	<p>Discussion.</p> <p>As soon as a SLT retreat date is identified, the Diversity Advisory Council will be contacted and requested to make a presentation.</p> <p>SLT should forward any changes or suggestions to President Proulx.</p> <p>Information.</p> <p>Information.</p>
<u>Presentation</u>	<p><i>JJC annual fund</i>---K. Myers and K. Mulvey presented a powerpoint to SLT outlining their request to SLT regarding the giving requests of the college foundation/alumni department. They would like SLT to identify three funding priorities, help choose co-chairs and give their support to the annual campaign.</p>	<p>SLT was in agreement with the new strategy for fund raising and will forward any additional input to K. Myers or K. Mulvey.</p>