



Senior Leadership Team Summary Notes
February 15, 2010

Members Present: Gena Proulx, Dwayne Cable, Joyce Coleman, Betsy Oudenhoven, Linda Uzureau, Ryan Smith, Frank Zeller

Guest Present: Pat Van Duyne

Meeting Recorder: Joan Tierney

AGENDA ITEM	DISCUSSION	OUTCOME
<p><u>Academic Affairs</u></p>	<p><i>Request for Travel</i>—SLT members reviewed requests to travel from their respective areas and made recommendations for approval or denial on each travel request.</p> <p><i>Academic calendar</i>—A request to review current holidays was discussed. Additional data would be helpful in determining the academic calendar being planned. (Wednesday before Thanksgiving off; and President’s Day rather than Lincoln’s Birthday off)</p> <p><i>Summer hours</i>—Discussions were held concerning closing the campus on Friday during the summer. Different scenarios were explored for compensating for the eight hours lost if we were to close under the current situation. Concerns were expressed about closing on Friday this year, as we are well into our planning stages for summer at JJC. This will be addressed for the summer of 2011.</p> <p><i>Budgeting</i>—Suggestions for better tracking of professional travel were discussed; perhaps breaking this area into three categories.</p> <p><i>College net resource 25</i>—Will be discussed at next SLT meeting.</p>	<p>SLT was in agreement with the recommendations made by each vice president.</p> <p>R. Smith, B. Oudenhoven, and L. Uzureau will work together to develop a student survey. J. Coleman will review board policy on holidays.</p> <p>J. Coleman will develop a strategy for this recommendation regarding the compensation issue. This item will be presented to the Board at their Feb. 23 workshop.</p> <p>L. Uzureau and F. Zeller will discuss the suggestions further.</p>

<u>Administrative Services</u>	<i>Space allocation</i> —The need for someone responsible for space allocation was discussed with SLT by Pat Van Duyne. Concerns were expressed about items being moved into the concourses, which can create safety hazards. The campus center move will be discussed with Gilbane for pricing and information will be shared with SLT.	P. Van Duyne will be the individual designated as the person responsible for space needs requests. P. Van Duyne will bring recommendations to SLT for approval. L. Uzureau will discuss keeping concourses clear unless approved, with department chairs. P. Van Duyne will survey sister institutions to see how they handle this issue and report findings to SLT.
<u>Information Technology</u>	<i>ATAC recommendations</i> —Will be discussed at the next SLT meeting.	
<u>Human Resources</u>	<i>Union negotiation update</i> —Each SLT member has been assigned as a team member in the upcoming union negotiations. SLT was updated on the status of the union negotiations <i>Discrimination updates</i> —SLT was updated on current discrimination cases. <i>Performance management</i> —Will be discussed at the next SLT meeting.	J. Coleman will bring a summary of contract issues to SLT next week. Information
<u>Student Development</u>	<i>Administrative Council</i> ---The leadership of Administrative Council was discussed as well as the day of the meeting.	D. Cable will assume the responsibility of conducting the meeting for the rest of the year. At the beginning of the next year, each member of SLT will be responsible for conducting the monthly meeting on a rotating basis. R. Smith will start the rotation next year.

<p><u>Miscellaneous</u></p>	<p><i>Board workshop agenda</i>—The upcoming board workshop agenda was reviewed by SLT.</p> <p><i>Space allocation report</i>—SLT was reminded that a Trustee had requested information on space allocation of our classrooms.</p>	<p>Information.</p> <p>R. Smith will contact Legat and see if any information can be pulled from colleague.</p>
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