



Senior Leadership Team Summary Notes  
February 22, 2010

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

Guest Present: Gilbane/Legat  
Kristi Mulvey

Meeting Recorder: Joan Tierney

AGENDA ITEM	DISCUSSION	OUTCOME
<b><u>Academic Affairs</u></b>	<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>College net resource 25</i>—A person needs to be assigned to oversee the college net resource 25 so the program can be utilized better.</p> <p><i>Everyone emails</i>—Discussion was held on how to best handle emails that are sent by anyone on campus to everyone on campus. A suggestion was made to have everyone emails sent to the vice president of the area for approval.</p>	<p>SLT was in agreement with the recommendations made by each vice president.</p> <p>D. Cable will take the lead on this project and set up a meeting to develop a plan of action. B. Conkin will be involved in these meetings as well.</p> <p>We hope to have a portal in place this fall as an area that anyone can go for information and for posting of information in lieu of everyone emails.</p>

	<p><i>Grant employee pay increases</i>—SLT was advised that raises are built into the funding for grants and the question has arisen concerning whether the amount of the raises built into the grant will be supported.</p>	<p>SLT supports the same percentage amount of raises given to non-grant employees of the college.</p>
<p><b><u>Administrative Services</u></b></p>	<p><i>Gilbane/Legat presentation</i>—A presentation was made to SLT on the Health Professions building.</p> <p><i>2011 budget planning</i>—Review of suggested committee and planning strategies were discussed as well as goals for 2010 possible budget reductions.</p>	<p>This presentation will be made to the Buildings and Grounds committee and then made at the March 9, 2010 Board meeting.</p> <p>Information and further discussion.</p>
<p><b><u>Information Technology</u></b></p>	<p><i>ATAC recommendations</i>—D. Cable reviewed the recommendation by ATAC to establish a Technology Integration Process for the college.</p> <p><i>Web advertising</i>—A review of the web advertising revenue initiative that will be presented to the Board on February 23 was presented.</p>	<p>SLT supports the recommendation and process.</p> <p>SLT was in agreement with the information.</p>
<p><b><u>Human Resources</u></b></p>	<p><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.</p> <p><i>President's day vs. Lincoln's day</i>—both the academic and union contracts state Lincoln's day as a holiday. Discussion ensued of when we could do P&amp;PD day if the holiday is changed to President's Day—perhaps during spring break and consideration of closing college one day to encourage participation.</p> <p><i>Risk Assessment-FLSA audit update</i>—SLT was advised that the results will be reviewed in March and presented to the Board in April. Concerns expressed about the requirement to turn timesheets in before work has been completed.</p> <p><i>ICCFO &amp; HR meeting update</i>—SLT was apprised of what was covered at this meeting and a new report for ICCB on administrators and faculty salary and benefits due on July 1. This report will not replace the C2 report due to ICCB in October.</p> <p><i>Performance management</i>—Will be discussed at a future SLT meeting. Will have a high level demo at the next Administrative Council meeting.</p>	<p>Information</p> <p>We need to get input from students on which holiday they would prefer and have discussion with P&amp;PD committee on their thoughts of holding the P&amp;PD day during the spring break.</p> <p>Information</p> <p>Information</p> <p>Information</p>

<p><b><u>Institutional Effectiveness</u></b></p>	<p><i>College giving campaign</i>---The campaign will kick off at 7:30 a.m. on April 13<sup>th</sup> and will run for one month. Everyone on SLT was encouraged to give to this campaign.</p> <p><i>Steinway piano</i>---SLT was updated on the Steinway piano campaign which was initiated by the fine arts department. There are 88 keys and the cost to buy one of the keys is \$750.00. To-date there are twelve keys sold.</p> <p><i>Board policy on building and location identification</i>—Review of policy by SLT.</p>	<p>Information</p> <p>Information</p> <p>The board policy will go to the March 30<sup>th</sup> workshop for Board review.</p>
<p><b><u>Miscellaneous</u></b></p>	<p><i>Summer 2011: Friday closings</i>—SLT will need to work together to come up with suggestions and make sure that the planning starts for the closing on Friday in the summer of 2011. A member of the Board has indicated that it may be possible to close on Friday this year; however there are classes already scheduled for Fridays this year.</p> <p><i>Spring break 2010: work hours</i>—SLT discussed hours for spring break of 2010.</p> <p><i>Review of Board annual calendar</i>—SLT reviewed the Board annual calendar.</p>	<p>Further review by SLT and J. Coleman will look at methods that can be used to make up the eight hours that would be lost for closing the college on Friday.</p> <p>Hours for spring break 2010 will be from 8:30 a.m. to 4:30 p.m. Each VP will discuss with their areas.</p> <p>Information</p>