



Senior Leadership Team Summary Notes
April 25, 2011

Members Present: Gena Proulx, Dwayne Cable, Susan Paddock for Betsy Oudenhoven, Larry Sladek for Joyce Coleman, Valerie Roberson, Tammy Rust, and Ryan Smith

Meeting Recorder: Joan Tierney

AGENDA ITEM	DISCUSSION	OUTCOME
<u>Academic Affairs</u>	<i>JJC Catalog relating to Board policies</i> ---Discussion ensued concerning updating Board policies as it relates to the catalog.	The catalog will move forward and Board policies will be updated.
<u>Administrative Services</u>	<i>Office Closings for June move</i> ---SLT agreed to an announcement of limited services and to consideration of creating a master calendar so that there is a tool for all to see the move schedule and the hours of limited services for areas throughout the college. <i>Budget</i> ---Presentation will be made to Board at workshop tomorrow evening.	T. Rust will contact the representatives of our relocation services company. Information.
<u>Human Resources</u>	<i>Vacancies/job postings</i> ---SLT reviewed current vacancies and job postings. <i>Employee Recognition Program</i> ---The Senior Leadership Team was briefed on the program for employee recognition on April 19, 2011. <i>STC-ULP retro pay</i> ---SLT reviewed the request for retro pay.	Review. Update. J. Coleman will have further discussion with the proper individual.
<u>Institutional Effectiveness</u>	<i>Administrative Council</i> ---Very good meeting and information well received.	Information.

<u>Student Development</u>	<i>Graduation Update</i> ---Graduation begins at 6 p.m. and we have 495 students marching. There will be a walk through on Thursday, May 12 th at 3 p.m. and Friday, May 13 th at 9:30 a.m.	Information.
<u>Information Technology</u>	<p><i>Printer purchases</i>---Would like to have requests reviewed by the VP of the area requesting items and should consider waiting until our print management system is in place. We need to enforce that just because there is money in the budget it does not mean items can be purchased just to use the budget monies.</p> <p><i>Campus center relocation</i>---Work by the Information Technology group will be done on Sunday to help alleviate down time for serving our students by those affected by the move.</p>	<p>Discussion.</p> <p>Information.</p>
<u>President's Comments/Observations</u>	<p><i>Board agenda review</i>---The agenda for the May 10, 2011 board meeting was reviewed.</p> <p><i>Work week schedule for summer</i>---Please send your summer work week choice to G. Proulx.</p> <p><i>Board packet information</i>---Need information to President's Office on Board packet items by Monday, May 2, 2011 as G. Proulx will be out of town on Tuesday, May 3, 2011.</p> <p><i>GR2012</i>---M. Rafac is further reviewing the request for JJC to host this event in 2012.</p>	<p>Discussion.</p> <p>Information.</p> <p>Information.</p> <p>Follow up.</p>