



Senior Leadership Team Summary Notes
August 12, 2009

Members Present: Gena Proulx, Dave Agazzi, Dwayne Cable, Joyce Coleman, Dennis Haynes, Betsy Oudenhoven and Ryan Smith
 Guests Present: Armando D’Onario

AGENDA ITEM	DISCUSSION	OUTCOME
<u>Academic Affairs</u>	<i>Department chair retreat</i> ---Retreat date to be set during the week of P&PD in August, 2009 Chair responsibilities will be one of the items on the agenda.	Information
<u>LSTS</u>	<i>Red flags identity theft assessment</i> ---A. D’Onario and D. Cable indicated that this is a new regulation issued jointly by the Federal Trade Commission and the Federal Banking Agencies intended to reduce the risk of identity theft. An audit will be done to determine where the College may be at risk concerning this matter and Mr. Agazzi will help to set up the process on this issue. <i>Responsible Use Policy</i> ---A. D’Onario and D. Cable reviewed the responsible use policy with SLT.	Audit findings will be reviewed with SLT and the risk management office upon completion and presented as a summary to Board. SLT will review the policy further and send any additional changes to A. D’Onario immediately.
<u>Student Development</u>	<i>Football team meeting</i> —The recent meeting with the football team was excellent and the importance of academics was stressed.	Information
<u>Human Resources</u>	<i>Winter break schedule</i> —The dates for the winter break schedule were reviewed.	Schedule information will be forwarded to all staff as we near winter break period.

<u>Miscellaneous</u>	<i>Performance reviews</i> ---Performance reviews are due from all areas. <i>Opening session</i> —Reviewed the agenda for the opening session on August 19 and for the staff development week beginning August 17.	Information Information
-----------------------------	---	--------------------------------