



Senior Leadership Team Summary Notes
September 20, 2010

Members Present: Gena Proulx, Joyce Coleman, Cindy Vasquez for Betsy Oudenhoven, Valerie Roberson, Judy Mitchell for Tammy Rust, Jim Serr and Ryan Smith

Guests Present: Chris Harvey, Bette Conkin and Joanne Kantner

Meeting Recorder: Joan Tierney

AGENDA ITEM	DISCUSSION	OUTCOME
<u>Academic Affairs</u>	<p><i>Academic calendar</i>—Calendar for 2012 summer session is ready to go to the Board for approval.</p> <p><i>Registration in multiple sections of same course</i>---SLT was advised that we have students registering for the same course in multiple sections.</p>	<p>November would be the preferred month for presentation to the Board for approval of the academic calendar.</p> <p>J. Serr and V. Roberson will look into this matter further to see what changes can be made to prevent this from happening in the future.</p>
<u>Administrative Services</u>	<p><i>Records manual update</i>---SLT was advised that there are several areas that have not yet completed the information needed for the records manual update.</p>	<p>J. Mitchell will email SLT members with areas that still need to complete the update.</p>
<u>Human Resources</u>	<p><i>Winter Break 2010</i>—SLT reviewed the schedule relating to which days that the college would be closed during the winter break this year. This year there is one option day for which employees must submit an absence request form.</p>	<p>This will be discussed next week at SLT. President Proulx will discuss the use of option days during the winter break closure of the college with the Board Chairman.</p>

	<p><i>Interest Based Bargaining Training</i>---SLT is scheduled to attend a full day of training on January 7, 2011.</p> <p><i>Retirement Augmentation</i>---Discussion occurred regarding changing a date of retirement for a faculty member that has already been paid for augmentation and had submitted his retirement request.</p> <p><i>Friday closing recommendation</i>---SLT reviewed recommendations for closing on Friday's next summer. Discussion ensued regarding reducing the number of weeks that the college would be closed to 11 rather than 13.</p>	<p>Information</p> <p>The consensus of SLT was to request that augmentation be repaid in full by the faculty member.</p> <p>This item will be discussed again at the next SLT meeting.</p>
<u>Student Development</u>	<p><i>Administrative council feedback</i>---B. Conkin and Joanne Kantner addressed SLT with feedback from members of Administrative Council. Items discussed included importance of President and Senior Leadership's attendance at the meetings; need for clear communication in a timely manner; include professional development as a component of the group; and to serve as an information resource for perhaps as an advisory unit.</p>	<p>This information will be discussed further at the next SLT meeting as two members were not present at this meeting.</p>
<u>Information Technology</u>	<p><i>Contracts for Board approval</i>---SLT was advised that there will be four contracts going to the Board for approval relating to IT at their October Board meeting.</p>	<p>Information on these contracts should be crafted and sent to the President ASAP. These items will be placed on the Board workshop agenda for discussion.</p>
<u>Institutional Effectiveness</u>	<p><i>Strategic Planning</i>---SLT was updated on the Strategic Planning process and reminded that they will be meeting with Joel Lapin on October 1 from 8:30 to 12:30 for this purpose.</p>	<p>Information</p>
<u>Miscellaneous</u>	<p><i>Overview of the Professional Learning Center</i>—C. Harvey informed the Senior Leadership Team members of the many functions of the newly opened professional learning center.</p> <p><i>Board workshop agenda</i>---The agenda for the September board workshop meeting was reviewed.</p> <p><i>Joliet Black Chamber</i>---SLT discussed the possibility of joining the Black Chamber of Commerce.</p> <p>Chicago Southland Chamber---SLT discussed the value of membership in the Chicago Southland Chamber.</p>	<p>Information</p> <p>Information.</p> <p>Information.</p> <p>This will be followed up at a future SLT meeting.</p>