Senior Leadership Team Summary Notes
October 25, 2010

Members Present: Gena Proulx, Judy Connelly for Joyce Coleman, Betsy Oudenhoven, Bette Conkin for Valerie Roberson, Tammy Rust, Jim Serr and Ryan Smith

Meeting Recorder: Joan Tierney

AGENDA ITEM	DISCUSSION	OUTCOME
Academic Affairs	*Registration*--SLT was advised that priority registration began on October 17 and general registration will begin on October 25.	Information.
Administrative Services	*Position vacancies*---T. Rust reviewed the current position vacancies. There were three additional positions that were not on the vacancy list, which apparently did not go through the system properly. *Budget concerns*--- We will have a challenge to raise enough revenue to pay the loans and particularly for City Center Campus.	SLT was in agreement with the recommendations. Follow up will be done to determine where the process failed. Information.
Human Resources		
Student Development	*Careers and student affairs month is October.*	Information.
Information Technology	*Faculty portals*—The faculty portal went live this morning and several training sessions will be offered. *Distance education grant*--$6000 is available through the grant for teaching a class via video conferencing; however a $6000 match from college is needed.	Information. T. Rust will look at the budget to see if there is an area the dollars can come from.

Institutional Effectiveness	*Strategic Plan*---R. Smith reviewed the information on the strategic plan process that will be shared with the Board tomorrow evening. *AQIP peer reviewer training*—The training was reviewed with SLT and additional information will be forwarded to the group for review. *College procedure for closing due to severe weather or emergency purposes*---SLT reviewed the procedures for closings. Switchboard should be notified when a decision is made to close any of the JJC facilities.	Information. Information. Recommended changes to the document will be made to include a definition of times for night classes.
Miscellaneous	*Board workshop agenda*—The agenda for the October 26, 2010 workshop meeting was reviewed. *SMHEC consortium*—Many colleges are using Datatel and the idea of establishing a task force to discuss Datatel issues and work with Datatel to establish our group as an exemplary collaborative Datatel model was explored. *ACCT conference*—It was a great conference. *Veteran's grant*---An area has been identified for the space needed for the grant. *403(b)*---We still have outstanding dollars to our employees on this issue.	Discussion. That could be difficult as there are so many customized needs for each college; however additional information will be forthcoming and shared with J. Serr. Information from the conference will be forwarded to each of the SLT members. T. Rust will talk with J. Giangrego and then follow up with grant awarder directly. T. Rust will look into this matter further.