



Senior Leadership Team Summary Notes
February 25, 2009

Members Present: Gena Proulx, Dave Agazzi, Dwayne Cable, Joyce Coleman, Dennis Haynes, Betsy Oudenhoven and Ryan Smith
Meeting Recorder: Joan Tierney

AGENDA ITEM	DISCUSSION	OUTCOME
<p><u>Administrative Services</u></p>	<p><i>Master plan budget update</i>—SLT was apprised of the master plan budget and revisions that were currently being discussed.</p> <p><i>Early childhood center update</i>—The college received word that the Early childhood center will be able to remain in operation during the master plan construction</p> <p><i>Classroom furniture</i>—Concerns have been expressed by faculty regarding new style of desks being used.</p> <p><i>Campus center square footage reduction</i>—SLT was updated on the possible need to reduce square footage in the new campus center facility.</p> <p><i>Culinary arts requirements needed for RFP</i>—We are still awaiting information on what the culinary arts program needs and requirements will be so that a RFP process can begin.</p> <p><i>Budget update</i>—Preliminary budget information was reviewed with SLT and further information will be shared as soon as it becomes available.</p>	<p>Update and SLT concurred with the revisions of the master plan budget.</p> <p>Update</p> <p>D. Haynes will meet with J. Mitchell to discuss this further. The classroom renovation group will be contacted and this item will be brought back to them for their feedback.</p> <p>D. Agazzi will be working with the architect and members of SLT that may be affected by this reduction.</p> <p>D. Haynes will talk with M. McGreal concerning this issue.</p> <p>Update</p>

	<p><i>Relocation of Fire Science/EMT/CNA</i>—Fire Science and EMT will be relocated to a temporary classroom and CNA classes will be taught in C1007 as well as at the North Campus.</p>	Update
<u>Academic Affairs</u>	<p><i>Dual credit staffing needs</i>—There is a need for additional staff for this area. The program has grown immensely and the request is to move one part time position to full time and to add another staff position as well.</p> <p><i>East side location</i>—SLT discussed favorable locations for leasing of an east side campus.</p> <p><i>Full time faculty replacements</i>—Searches are underway. For new positions, we are looking at the cost of the program and the number of students enrolled.</p>	<p>D. Haynes will work with M. McCormick and D. Kreedler to develop and organization chart for this area.</p> <p>R. Smith will review data and meet with D. Haynes on this subject.</p> <p>Information</p>
<u>LSTS</u>	<p><i>Datatel colleague funding request</i>—Discussed the need for further enhancing the college’s use of Colleague software modules. This will be a huge undertaking and will take the cooperation of key college areas. This will require the hiring of consulting assistance.</p> <p><i>Telephone registration/payment</i>—The percentage of students registering and paying via the telephone has dropped dramatically. The recommendation is to move away from this telephone method, as approximately 96 percent of our students register for classes on the web. If the recommendation is approved, a marketing plan would be developed to relay this decision to our students.</p>	<p>SLT supports this request. The request will be taken to the Board for approval, as soon as the necessary processes are accomplished.</p> <p>B. Oudenhoven will discuss this suggestion with the enrollment management team to get their feedback.</p>
<u>Human Resources</u>	<p><i>2008 upgrades for administrators, professional and support staff</i>—2008 upgrades are still being reviewed. Support staff reviews are on hold due to upcoming union affiliation status.</p> <p><i>Stipend for Staff</i>—Request has been made to offer a special stipend to staff member who has been doing additional work in a different job grade.</p> <p><i>Union Negotiations</i>—Negotiations for adjunct faculty are moving along well and negotiations for support staff will begin this March/April.</p>	<p>Information</p> <p>Human Resources Director will research past practice and follow through on this request.</p> <p>Update</p>

<p><u>Institutional Advancement and Research</u></p>	<p><i>Groundbreaking and opening building ceremonies</i>—Different options were discussed for handling upcoming groundbreaking ceremonies and the opening of new buildings.</p>	<p>SLT suggested that a committee be formed to review different options. R. Smith will be going to Waubensee for their new building ceremony later this week. Further information will be forward to SLT</p>
<p><u>Student Development</u></p>	<p><i>National Guard reintegration events</i>---JJC is working with ICCB and will be hosting reintegration workshops for families of National Guard members that are currently on active duty. These workshops help prepare families for the return of their loved ones from active duty. There will be two dates for these workshops: March 21 and May 23.</p> <p><i>Dollars for Scholars 5K run/walk</i>---JJC is sponsoring a Dollars for Scholars 5K run/walk on May 2, 2009 at our facilities. The funds raised by this event will be designated by the JJC Foundation for book scholarships to assist students in need to purchase textbooks for their classes. Faculty member T. Bergin and Coach R. McCarthy will be assisting in this event.</p> <p><i>Grades policy</i>—SLT reviewed grade policy and there is information needed regarding the role of the academic dean.</p> <p><i>Graduation update</i>—Different locations for next year’s graduation were reviewed with SLT. Options are continuing to be explored and visits to locations will be scheduled.</p> <p><i>P&PD fall session</i>—A speaker has been identified, but budget is short of the dollar amount needed for the speaker to hold the date for JJC.</p>	<p>Information</p> <p>Information</p> <p>B. Oudenhoven will work on identifying this role with D. Haynes. Once it is completed it will be sent to a Board workshop meeting for review and then on for Board approval.</p> <p>Information</p> <p>The suggestion was made to contact the speaker to see if he would accept a smaller down payment to hold the date. SLT will be apprised of his response.</p>