



Senior Leadership Team Summary Notes
 May 13, 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
<u>Administrative Services</u>	<p><i>Master plan update</i>—Meetings with the Natural Science department have been taking place and they have decided to move forward with the proposed expansion of the existing building.</p> <p><i>Renaissance center and child care center shortfall</i>—Different scenarios were discussed regarding this matter.</p>	<p>Information.</p> <p>Discussion</p>
<u>Academic Affairs</u>	<p><i>Archival information</i>—C. Harvey has some archival information on the college and was wondering who would be responsible for this type of materials.</p>	<p>D. Haynes and D. Cable will work with C. Harvey on this matter.</p>
<u>LSTS</u>	<p><i>New cell phones</i>---SLT will be contacted to review the individuals in their areas that should have cell phones and in the future there may be a consideration to going to a stipend, rather than paying the entire cell phone bill.</p>	<p>Information</p>
<u>Human Resources</u>	<p><i>Sexual harassment training</i>---Training is underway and going well.</p> <p><i>Union negotiations for adjuncts</i>—There is a meeting set up for next week for further contract discussions-</p> <p><i>Union negotiation for support staff</i>—A meeting will take place at the end of the month with the support staff union.</p>	<p>Update</p> <p>Update</p> <p>Information</p>

	<p><i>Performance evaluations</i>---The evaluations will be due soon and an email will be forthcoming shortly addressing this matter.</p> <p><i>JJC nine month employees</i>---It has been suggested that rather than paying our nine month employees unemployment, we look to see if they can be used in different departments for the three month period that they would be on unemployment.</p>	<p>Information</p> <p>SLT to contact J. Coleman if they have use for any of these employees during the summer months.</p>
<p><u>Institutional Advancement and Research</u></p>	<p><i>Naming policy</i>— A naming policy is being created and will be ready for review by SLT in the near future.</p> <p><i>Catalog</i>---There was incorrect information contained in the catalog this year. R. Smith stated that there was a catalog meeting next week to address these issues and the catalog for the coming year. There is a recommendation to move the catalog to the web rather than sending out hard copies.</p> <p><i>Systems appraisal</i>---There will be a meeting set up shortly with SLT to review their sections in the appraisal.</p>	<p>Information</p> <p>G. Proulx wants the information in this years' catalog corrected as soon as possible. The old copy can be sent out with a request for review of each of the sections that are incorrect.</p> <p>Information</p>
<p><u>Student Development</u></p>	<p><i>Reintegration event</i>---Just a reminder that this event will take place on May 23rd and we are expecting approximately 200 individuals to participate.</p>	<p>Update</p>
<p><u>Miscellaneous</u></p>	<p><i>Review of May 12, 2009 board meeting</i>---SLT reviewed the actions of the board meeting that was held last evening and discussed the \$3 credit hour tuition increase.</p> <p><i>Summer youth workers</i>---There is an opportunity to have youth from our area work this summer without cost to the College through our local Workforce Services of Will County as part of the American Recovery and Reinvestment Act.</p> <p><i>Trustee Orientation</i>---Each SLT member will do a brief overview of their areas in the college. R. Smith has forwarded the power point presentation that was used at the 2007 orientation.</p>	<p>Information</p> <p>SLT members to get their requests to D. Haynes by May 15th if they have a need for these workers.</p> <p>Each member should review the power point and send R. Smith any changes or additions ASAP.</p>

