

SECTION I

A.

PRESIDENT

Institutional Goals - 1991-1992

OCTOBER, 1992

1-9-92

G O A L S

1991-1992

1. To take all necessary steps to increase the grants received from the federal government and private foundations.
2. To encourage utilization of instructional technology on all college sites within our financial resources.
3. To continue our efforts to develop a total assessment plan.
4. To continue to update the master planning process.
5. To continue to communicate the vision of the college to all constituencies and publics in the district.
6. To obtain the release of Joliet Junior College's Business and Technical Applications building planning monies from the state of Illinois. Once this is accomplished, we will move to convene a committee to plan for this building.
7. To continue our team-building efforts with all constituencies.

SECTION I

B.

PRESIDENT

Achievement Statements/Report for 1991-1992 Objectives

OCTOBER, 1992

A C H I E V E M E N T S T A T E M E N T S

1991 - 1992

1. To take all necessary steps to increase the grants received from the federal government and private foundations.

A comparison of our success in 1991-1992 as compared to 1990-1991 follows:

Our total grants increased by \$ 540,292, and this is an increase of 13.4 percent. Specifically, we were pleased to be awarded \$143,000 through the Community College Association for Technology Transfer. These funds will be used to help small- and medium-sized businesses to improve their processes.

2. To encourage utilization of instructional technology on all college sites within our financial resources.

We continue to support the advance of instructional technology on all our college sites with the financial resources we have available. Certainly the best example we have is the new computer equipment that was placed in the four new laboratories at the North Campus. Another high-ticket item that we approved was the purchase of an auto analyzer for our Automotive program. During our annual budget approval process there is a sheet which lists the money that we have spent on instructional equipment that we have spent for the last 10 years. This is an indication of our commitment to instructional technology. The challenge will be to identify funds to keep that commitment going.

3. To continue our efforts to develop a total assessment plan.

The total assessment plan is an effort that will never be completed. Each year we must add to and improve the processes we have in place. We attempted to get a Title III grant that focused on Total Assessment for the college. Although we were unsuccessful, our consultant indicates that we will resubmit the proposal because it is timely and should be better received the second time around.

4. To continue to update the master planning process.

During the past year, the master planning effort moved forward with the extraction of the planning issues and the related recommended strategies to address those issues from the North Central Accreditation Self-Study. The President and Vice Presidents identified those strategies that should be given top priority. One of the recommendations within the body of the report on the North Central team that visited the college during March of 1992 was to have college planning tied more closely to college goals. As the 1991-1992 year came to a close, a planning document was being prepared that would reflect that recommendation. The new master planning document would be organized by college goals, listing the recommended strategies related to those goals along with indications of the top priorities. The document would be distributed to all college personnel during staff development week in August.

5. To continue to communicate the vision of the college to all constituencies and publics in the district.

All of us are responsible for communicating the mission and the vision of the college to all constituencies and publics in our district. We do that through our publications, our contacts with members of our various communities, the building of our new north campus, the planning for our new Business and Technical Applications Building, the recognition that we receive from external groups, and the services that we will improve through our new total quality improvement process.

6. To obtain the release of Joliet Junior College's Business and Technical Applications building planning monies from the state of Illinois. Once this is accomplished, we will move to convene a committee to plan for this building.

Planning money was released by the State of Illinois and a committee is in place that will help us plan this new building. The architects are beginning to meet with the various departments and areas that will be housed in this new building.

7. To continue our team-building efforts with all constituencies.

We held a SWOT (Strengths, Weaknesses, Opportunities and Threats) meeting in April and as a result a Focus Group was formed to work on an institutional senate. They have concluded their deliberations and have presented their recommendations to the Board of Trustees. In addition, we have commenced our efforts to introduce Total Quality Management/Improvement into the institution. Many of us received the initial 15 hours of training this past January of 1993. The Team-Building Committee continues to meet and is planning activities for the future.

SECTION I

C.

PRESIDENT

Overview of Accomplishments

OCTOBER, 1992

OVERVIEW OF ACCOMPLISHMENTS
1991 - 1992

1. The college was re-accredited by the North Central Association.
2. The Community College Association for Technology Transfer (CCATT) awarded Joliet Junior College \$143,000.
3. The Illinois Community College Board presented JJC with three awards for excellence. JJC is the first community college in the state to gain three awards.
4. The Illinois Community College Trustees Association presented JJC with an award for institutional excellence.
5. The institutional senate (Joliet Junior College Senate) is in the process of being implemented.
6. Total Quality Management was introduced to over 300 faculty, staff and administrators.
7. The college received a once-in-a-decade Medallion Award for its outstanding work in student development.
8. JJC North was opened to students.
9. The Business and Technical Applications Building planning money was released by the State. Detailed planning is now taking place involving faculty, administrators, and staff.
10. The administration presented a balanced budget to the Board.

Raymond A. Pietak
President

SECTION I

D.

P R E S I D E N T

Community Relations Contacts

OCTOBER, 1992

END-OF-YEAR-REPORT
1991-1992

I. PRESIDENT

Raymond A. Pietak

D. Community Relations Contacts

Member of the following:

Joliet City Center Partnership Board for the Downtown Redevelopment
Board of Directors - Joliet Region Chamber of Commerce
Community Based Post-Secondary Education (COMBASE)
Rotary Club of Joliet

Attended the following meetings/events:

Area Legislators and officials meetings/receptions/special and individual
Bereavement visitations/community
Bolingbrook Local Development Corporation Planning Meeting
CCATT (Community College Association for Technology Transfer)
CED City Center Partnership reception, emergency and special meetings
CED Redevelopment Committee (Center for Economic Development) and special
work sessions (i.e. member/investor reception, special luncheon
honoring Fehrenbacher
Chamber Business After Hours
Chamber orientation, membership drive and blitz
Chamber planning retreat
Chamber quarterly membership luncheon
Chamber Salute to Industry dinner
Charles Kennedy Memorial Plaque ceremony/ACCT and JJC
City of Joliet Council meetings
Community Leaders (Business, Industry, Bankers, Attorneys, Media, etc.)
Cultural and Holiday events of area
Farewell for Charles Bullock, 1st National Bank
Foundation Golf Outing/Dinner
Foundation lunches with prospective donors, friend-raising lunches
and other fund-raisers
Foundation - special presentations such as from Amoco
Groundbreaking - I-80 Interchange/Houbolt Avenue
Groundbreaking - North Campus
ICPCCP regular and special professional development seminars and retreats
ICCB Awards for Excellence in Cost Reduction and Cost Effectiveness
ICCB Recognition Visit
ICCB/IBHE issues and capital operating budget and regular meetings
International Education speakers
Legislators and legislative candidates
Lockport Gallery reception
NI Gas Ladders for Learning Partnership/Fairmont
North Campus developer and architect meetings, IDI, Frains Camins,
interior design, tours of facilities, sites, etc.
North Central Association Evaluation Visit

Community Relations Contacts (cont'd)

Retirement luncheon/GSU President Leo Goodman-Malamuth and meeting
with new President Paula Wolf
Rialto/future plans interview
Rock Valley/tour of facilities
Rotary/Empress event
Rotary Project committee/endowed scholarship
South Metro Higher Education Consortium meetings
South Suburban Regional Trustees Association Meetings
Special meetings with area community leaders of: Bolingbrook, Joliet,
Minooka, Morris, Newark, New Lenox, and Romeoville
Title III Consultants meetings and steering committee meetings
Transfer Center Open House
Twilight Music Series

Conferences and Planning/Information Sessions:

AACJC - 4/10-14/92 Pre-convention and Annual meeting/incl NCOE
ACCT - Annual Meeting 10/22-24/92/incl NCOE and CCATT meetings
CCATT - 3/27/92, 10/ /92
COMBASE - Annual Meetings and Presidents & Operations Committee Meetings
- 9/13-15/91, 11/11/91, 2/1/92, 9/24-28/92
ICCB and IBHE regular meetings
ICPCCP - Presidents Retreat - 10/11-12/91
and regular monthly meetings
ICCTA - regular monthly meetings
- lobby day 5/13/92
Leadership 2000 Conferences, Pre-Conf Seminar and Moderator - 7/7-10/91
and 7/19-22/92--Pre-Conf re: Implementing TQM
N4C - Board of Control 5/7/92
National Council on Occupational Education (NCOE) - ann'l mtg 10/20-23/91
NCOE - Summer Planning meetings - 7/20-23/91, 7/9-12/92
Strategic Quality Management Seminar - 9/11/91

Continued to tour Satellite Centers and met with Superintendents and Mayors:

Joliet - Mayor Arthur Schultz
New Lenox - Dr. Lawrence Wyllie, Superintendent, Lincoln-Way High School
Morris - Dr. Ted Van Dorn, Superintendent, Morris High School
Minooka - Mr. James Naylor, Superintendent, Minooka High School

Community Relations Contacts (cont'd)

Staff/Faculty/Board/Student Meetings:

Affirmative Action Committee luncheon meeting
Art Gallery showings
Athletic Contests and Banquets
Athletics - meeting with coaches/Bench Club
Bereavement visitations/staff and families
Board ad hoc Committee Meetings
Board Executive Sessions
Board Information Meetings
Board Meetings--Regular and Special (including budget, truth-in-taxation)
Board Mini Retreat, Orientations and Workshops
College input meetings with various individuals
Commencement and meeting with Commencement Speaker
Communications Committee meetings
Employee recognition award dinner
Goals and Objectives meetings with Selected Staff
Holiday Open Houses, Dinners, Concerts, etc
Homecoming activities
Individual Meetings with Staff, Faculty, Administration and others
Individual meetings with Trustees
Informal administrators meetings
JJC employee and families picnic
JJC Foundation Executive Committee and Regular Board Meetings and special
informal Officers meetings
Length-of-Service Luncheons/receptions
Lunches/various staff members - new faculty and administrators
Meetings concerning specific subject areas (AACJC presentation,
personnel, budget/plansim, grants, emergencies, collective
bargaining, minorities, CCATT proposal, Lang project, energy needs,
health insurance, software, staff development, North Central visit,
ICCB recognition visit, special projects, Tech-Prep, workforce
committee, police function, student groups, alumni consultant, TQM
(Total Quality Management), institutional senate, math/computer
science reorganization, transitional ESL concept, international
fair, Title III (assessment), IET incentive plan, etc.)
Meetings with College Attorneys
Music recitals/concerts
On-Campus Special Events
Orientation - new employees
Orientation - new students
Orientations for new trustees and student trustee
Planetarium
Presidential Forum at College of DuPage/Productivity Improvement
Issues in Higher Education
President's Open Forums (for students on a monthly basis)
President's Staff Meetings
Reception - new faculty and administrators
Reception - Dr. James Naylor, Superintendent, and Mr. Steven Thomas,
Principal, Minooka H S
Review meetings of administrative areas

Staff/Faculty/Board/Students (cont'd)

Homecoming activities
Honors Colloquia
Interviews with top two candidates for all personnel positions
In-Service Administrative Seminars (Israel, Magnesen, Tadlock, etc)
Meetings with various Staff groups as requested
Meetings with Staff Reporting Directly to President
N4C Athletics/Regular and Special Board meetings
Planetarium Program
Ren Cen Advisory Committee
Search Committee meetings/Community and Human Relations openings
SGA breakfasts (with student leaders on a monthly basis) and regular mtgs
Special Renaissance Center events
Special luncheons for Staff accomplishments (Data Processing, Business, Academic Affairs)
Special receptions/new staff and visiting faculty
Special workshops/consultants: Foley, Newton, etc.
Staff baseball game
Staff Development weeks meetings
Staff Social Activities (softball game, picnics, etc)
Staff Receptions and farewell activities
Student Meetings (group and individual)
Student Plays
Student special events (such as Dr. Alvin Poussaint, Dr. Phyllis Pitluga of the Adler Planetarium, etc.)
S.W.O.T.
Tree-planting at Old School House
Vice Presidents Meetings
Will Co Central Trades Labor Council AFL/CIO dinner

Welcomed or gave Speech at following:

Advisory Committee Dinner
Alumni Association Brunch
Caterpillar/Joliet Alliance for Youth
Chamber Expo/Ribbon Cutting Ceremony
Charles Kennedy Memorial Plaque ceremony
Chicagoland Consortium of Multicultural Administrators meetings
Classical 100 dinner
Counselors Breakfast
Distinguished Service Award Committee dinner
Employee Awards Recognition Dinner
Fall Athletic Banquet
Fine Arts Career Day luncheon
Foundation Donors Recognition Dinner
Foundation Employees Recognition Dinner
Illinois Community College Chief Financial Officers meeting
Induction Ceremonies Sigma Delta Mu/Phi Theta Kappa (4 per yr)
Institute on Sharing Techniques/International and Foreign Language Curriculum Development
ISO-9000 Network of presidents and general managers of area companies
Longevity Luncheons/various staffs
NCA Charette with Max Tadlock

Staff/Faculty/Board/Students (cont'd)

Welcomed or gave Speech at following (cont'd):

90th Anniversary Festival
Northern Illinois Network of Staff Developers
Nurses Pinning Ceremony
Press Conference/McGuire and Quinn/New Financial Aid Plan
Retirees luncheon
Scholarship Awards Ceremonies and Mini Ceremony
South Metropolitan Regional Higher Education Consortium meeting at JJC
Staff Development/Opening Semester Meetings
Teleconference/Strategies for Changing Minority Achievement in
Education
Toyota T-10 Recognition and Graduates dinner
Tutor Recognition dinner
Transfer Center and Minority Graduates dinner
Will County Police Chiefs Association installation dinner

Professional Activities:

American Council on Education
Council of Presidents - Member of Executive Committee
- Chairman of Curriculum and Transfer Committee
Member - Board of Control, N4C Athletic Conference
Member - CCATT (Community College Association for Technology Transfer)
Member - Editorial Board--Journal of Studies in Technical Education
Member - Higher Education Advisory Committee to Congressman Fawell
Member - NCOE (National Council for Occupational
Education) an affiliate of the AACJC (American
Association of Community and Junior Colleges)
Phi Delta Kappa
Member - COMBASE

SECTION I

E.

PRESIDENT

Summary of Initiatives Chart

OCTOBER, 1992

E. Summary of Initiatives Chart
1985-1992

ASSESSMENT AND DEVELOPMENT EDUC'N RECOMMENDATION	ADMINISTRATIVE RE-ORGANIZATION PHASE I	ENROLLMENT MANAGEMENT MODEL	STUDENT AFFAIRS MODEL	ASSESSMENT BY VP'S OF THEIR AREAS	PROGRAM REVIEW/AUDIT PROCESS	HONORS PROGRAM	NEW FOUNDATION DIRECTIONS AND RESTRUCTURING
CLER'L/SUPPORT PERSONNEL STUDY	ADMINISTRATIVE COMPUTER SOFTWARE AND HARDWARE IMPLEMENTATION	SPORTS PROGRAM REVITALIZATION	UPDATING OF ACADEMIC COMPUTERS	3-YEAR FACULTY CONTRACT '88-'91	HONOR SOCIETIES	REVITALIZATION OF ADVISORY COMMITTEE STRUCTURE	
ALUMNI AND STUDENT CAREERS SERVICES	FIVE-YEAR FINANCIAL PLAN	WORKERS' COMP SELF-INSURANCE PROGRAM	ADMIN'VE RE'ORG'N PHASE II	NCA	MASTER PLANNING	AFFIRMATIVE ACTION PLAN	
PUBLICATIONS IMAGE PROJECT	LRC BOOK SECURITY SYSTEM	JOLIET JUNIOR COLLEGE					TENURED TEACHER FORMATIVE EVALUATION
UPDATING OF ADMINISTRATIVE PERS'L SYSTEM COMPUTERS	EXPERIENTIAL LEARNING CREDIT SYSTEM	PROVISIONAL ADMISSIONS ALTERNATIVES	INTERNATIONAL EDUCATION IN CURRICULA	//////	//////	//////	TOTAL ASSESSMENT MODEL
CULTURAL PROGRAM ENHANCEMENT	DIALOGUE SYSTEM IN LRC	CO-GENERATION FEASIBILITY STUDY	//////	//////	//////	RENEWAL CONVERSION TO OFFICE RENTALS	GENERAL EDUCATION REVIEW
ADMINISTRATIVE PERSONNEL STUDY	LRC JOINED U. OF I. LIBRARY SYSTEM	//////	//////	//////	//////	EMPLOYEES ASSISTANCE PROGRAM (EAP)	INTEGRATED TECHNOLOGIES MODEL
IMPLEMENT EMPLOYEE WELLNESS PROGRAM	CREDIT CARD TUITION PAYMENT OPTIONS	DIRECT WIRE TRANSFER OF EMPLOYEE PAY CHECKS	JJC-NORTH PERMANENT SITE CONSTRUCTED & COMPLETED	//////	//////	TARGETED TRACKING	TOUCH-TONE TELEPHONE REGISTRATION
INSTITUTIONAL RETENTION STRATEGIES OR SHARED RESPONSIBILITIES	TRANSFER CENTER	STAFF DEVELOPMENT COMMITTEE EXPANSION	FACULTY ACCESS TO COMPUTERS THROUGH RFP'S	//////	//////	INSTALL NEW TELEPHONE SYSTEM	POSITION EVALUATION SYSTEMS
EMPLOYEE RECOGNITION	ENROLLMENT MGMT TARGETED POPULATIONS	STUDENT SUCCESS SERIES	AT-RISK STUDENTS	GRADUATION AUDIT	MICROLOG/AUTOMATIC CALL-BACK TELEPHONE REGISTR'N	HIGH SCHOOL OUTREACH	RETENTION INTEGRATION
CONTINUOUS QUALITY IMPROVEMENTS TQM ETC	THREE-YEAR FACULTY CONTRACT '92-'94						

////// = IN PROCESS
 - - - - = FUTURE ACTIVITY
 _____ = COMPLETED OR IN PLACE

SECTION I

F.

PRESIDENT

Institutional Goals - 1992-1993

OCTOBER, 1992

DRAFT
9-9-92

G O A L S

1992-1993

1. To establish a Focus Group which will explore and make a recommendation regarding the establishment of an Institutional Senate at Joliet Junior College.
2. To increase the grants received from state, federal and private sources.
3. To continue our team-building efforts.
4. To continue to update the master planning process.
5. To continue our efforts to develop a Total Assessment Plan.
6. To work with the ICCB, ICCTA, IBHE and our legislators to ensure that the state funds for Joliet Junior College's Business and Technical Applications Building are budgeted, appropriated, approved and released so that we can proceed with construction of the building.
7. To continue to communicate the vision of Joliet Junior College to all constituencies and publics in the district.
9. To support the efforts of the Total Quality Management Initiative.
10. To emphasize our teaching and learning mission as a community college.
11. To establish a committee to review our Campus Police function.

END-OF-YEAR-REPORT

1991-92

A. Academic Affairs

J. D. Lepanto, Vice President

1. Achievement Statements/Report for 1991-92 Objectives

1. Review and Strengthen Formative Evaluation.

Thirty-eight faculty members participated in formative evaluation during 1991-92. This is the same number as participated the previous year. We continue to get formative evaluations done by faculty who appear to be well motivated towards determining their own teaching status. It obviously needs some additional reinforcement within the college community, and I expect to work with the committee during 1992-93 to strengthen the formative evaluation program.

2. Supervise the Employment of New or Replacement Faculty.

At this time all new faculty are in place except one. The one position which has not been filled has been prompted by a late resignation. The hiring process that we instituted three years ago is going very well. We are getting quality people involved in a search process which includes members of the department. The emphasis on a teaching lesson has been well received by both the faculty and by the successful candidates.

3. Begin Total Assessment Process.

We have begun the total assessment process. We have established a Total Assessment Committee which met in March, 1992 and will meet again during August, 1992. At that time we will identify the goals and timelines for the Total Assessment Committee.

4. Assist in Title III Grant Proposal.

I served many hours on the committee which developed a Title III Grant proposal in conjunction with a consultant. Part of these materials were used in developing the college's total assessment process.

5. Co-Chair North Central Association Self-Study.

The Self-Study went well with excellent cooperation on the part of the Steering Committee. The draft was finished on time, and a NCA Charette was held with Max Tadlock, the college's consultant on Master Planning. These materials have been incorporated into the college Master Planning document. We were in touch with the NCA liaison concerning the draft, and the final document was sent to the visiting team on time prior to the team's visit in March, 1992.

6. Begin International Education Business Initiatives

This is still an item which has not come to fruition. We are presently writing a proposal for Title VI-B funding by federal government. I hopefully expect this will occur in Fall, 1992.

7. Foster the Development of New Technologies.

The college again funded ten pieces of hardware and accompanying software for faculty as a result of the request for proposals. Our capital funding was directed almost exclusively toward technology. The President's Grant Review Committee is going to meet during Staff Development Week in August to identify how the potential for encouraging new technologies can be done through the President's Grant.

8. Implement Curricula Changes.

This has been a disappointing area as it has been for some time. Travel and Tourism was determined by the Illinois Community College Board as being an area where the need is very soft. We are moving forward with a CIS Certificate which I believe will be helpful in serving our public.

9. Continue Community Service Activities.

I continue to serve on the Board of Directors of Three Rivers Partnership for Excellence in Education as well as on the Board of Saint Joseph College of Nursing. I have just recently been elected to the Board of Directors of the Bolingbrook Rotary.

10. Continue Interdependency Meetings.

I continue to meet with registration personnel and with counselors and the FOCUS staff in an ongoing manner.

11. Critique and Modify Developmental Education.

We have appointed developers of an orientation course, Sandy Hopper and David Filak, who have developed the course. We anticipate that the course will be offered for the first time in Spring, 1993. All faculty who will teach the course are to begin in-service during Staff Development in August, 1992. In addition, we will begin predevelopmental activities through our CABEL Program in Fall, 1992.