Senior Leadership Team

MINUTES
November 14, 2007, 9:00 – 11:30 AM, RN 258

Next Meeting: November 28, 2007

Meeting opened at 9:05 AM by SLT President, Debra Luff

I. ACTION ITEMS
   A. CCCTran Statewide Electronic Transcript..................................................... K. Goff
      • K. Goff, Supervisor of Admissions & Records, gave an update on the latest program for acquiring transcripts.
      • SCC is connected with the CSU system whereby transcripts can be requested online.
      • System has been in place at SCC since August 2007; Folsom went live on 10/23/07.
      • Students will experience greater ease; less white paper used; SCC savings of $2.00/transcript.
   
   B. VPA Metric Review – 1st Quarter ............................................................. R. Martinelli
      • Report provides the ability to measure data and make changes, i.e., progress in Program Review, tracking budget and follow up on expenditures. Information will be available in public folders under VPA.
      • The PeopleAdm software is still causing slowdown in the hiring process.
      • SLT members urged to see that book orders are sent in on time; keeps cost down.
      • SCC still not where it needs to be in the recycling of waste.
      • Division copy machines are being used for large print jobs which are impacting the shelf life of the machines; urged to use Duplicating whose machines are better equipped to handle big print jobs.
      • The next Administrative Services training will be held 12/7/07 in RN 258. Subjects to be covered include requisitions, travel authorizations, summary of findings.
      • The next New Hires Orientation “Right Start” will be held on 2/1/08 in RN 258. SLT members asked to encourage new hires to attend.
   
   C. Annual Clery Report ................................................................. V. Cox
      • V. Cox, Campus Police Captain, presented an overview of the history of the Clery Act and update on the crime statistics annual report (required by and provided to DOE on 10/1 of each year). Report was distributed to SLT members.
      • I-mail/E-mail systems are now being used to distribute current information to a broader audience – students, staff and faculty.

II. DISCUSSION ITEMS
   A. Update on Basic Skills Initiative ......................................................... J. Jolly
      Note: J. Jolly unable to attend meeting. This item will be carried over to the 11/28 SLT meeting agenda.
   
   B. Information Technology Update .................................................... E. Ader
      • The “Proposed Assignments by Division” report developed by IT was distributed and reviewed with SLT members. The report reflects assignment of IT staff by division. The intent is to improve customer service and college effectiveness with IT.
Through the Shared Governance Task Group recommendations, the Senior Leadership Team was formed to:

- Review and discuss District and College issues and proposals;
- Create an opportunity for management to develop positions on issues;
- Facilitate management in making recommendations to the President.