



NORTHEASTERN JUNIOR COLLEGE ADVISORY COUNCIL

MINUTES

The regular meeting of the NJC Advisory Council was held Thursday, October 3, 2013 in Hays Student Center Tennant Art Gallery.

Members Present: Mr. Bob Carpio
Mr. John Chapdelaine
Ms. Darcy Garretson
Ms. Carol Keil
Ms. Julie Klein
Mr. Rich O'Connell

Member Absent: Mr. David Foy

Others Present: Jay Lee, Stanton Gartin, Steve Smith, Tyler Kelsch, Renee Johnson, Brenda Zink, Marci Henry, Mike Anderson, Scott Thompson, David McNabb, Sianna Gomez, Brenda Martinez, Bo Beardsley, Kristine Campo, Pamela Mason, Jolene Buss, Alexes Ertle, Yonas Hagos, Annie Shalla, Snow Mekelburg, Megan Moreno, Jeff Schiel, Dave Wagner, Heather Brungardt, Karen Urrutia, Keri Wright, Jason Hazlett, Lyndall Miller, Bryan Shepherd, Brian Cullen, Kenneth Hicks, Kati Kuntz, South Platte Sentinel and the Journal Advocate.

- I. Darcy Garretson, 2012-2013 Vice Chair, called the meeting to order at 1:30 p.m.
- II. The agenda for the October 3, 2013 Advisory Council Meeting was approved as presented with an amendment to push the Faculty Association Report up on the agenda after recognition of Brenda Martinez's award.
- III. The minutes of the April 18, 2013 Advisory Council Meeting were approved as presented.
- IV. **ACTION ITEM: Election of Advisory Council Officers for 2013-2014**
 - Darcy Garretson will serve as the Chair for the 2013-2014 school year.
 - Rich O'Connell will serve as the Vice-Chair for the 2013-2014 school year.
- V. **NEW FACULTY/STAFF INTRODUCTIONS**
 - Jay introduced Renee Johnson as the Interim Human Resources Director. Tammy Kallsen, the previous HR Director retired from NJC on September 30th.
 - Marci Henry, Athletic Director, introduced:
 - Kristine Campos – Head Women's Softball Coach
 - Bo Beardsley – Event Center Supervisor
 - Brenda Zink, Dept. Chair for Math/Science & Biology Instructor, introduced:
 - Jolene Buss – Health Science Education/HOSA Advisor

- Pamela Mason – Administrative Assistant for Math, Science & Athletics
- Alexes Ertle – Administrative Assistant for Nursing
- Tyler Kelsch, Vice President for Finance & Administration , introduced:
 - Bob Thompson – Custodian (not present)
 - John Moore – Food and Beverage Manager at the Plainsman Grill (not present)
 - James Bowey – Interim Golf Course Supervisor at the NE 18 (not present)
- David McNabb, Director of Residence Life & Student Activities, introduced:
 - Yonas Hagos – Residence Hall Director – West Side
 - Benjamin Reichert – Residence Hall Director – Blue Spruce Hall (not present)
- Annie Shalla, Purchasing Agent, introduced:
 - Snow Mekelburg – Cashier
- Jason Hazlett, Dept. Chair of Transportation and Energy, introduced:
 - Lyndall Miller – Welding Instructor
 - Jimmy Atencio – Ag Diesel Instructor (not present)
- Angela Anderson, Director of Records/Admissions Processes introduced:
 - Megan Moreno – Assistant Registrar
- Scott Thompson, Dept. Chair of Liberal Arts/Instructor introduced:
 - Dave Wagner – Art Instructor/Gallery
 - Jeff Schiel – General Social Sciences Instructor

VI. CELEBRATING SUCCESS

A. STUDENT SUCCESS

- **Kenneth Hicks**
 - Kenneth is a student in the Math and Science area. He is a tutor in the CLC, tutoring in classes such as Calculus. He has a 3.86 GPA. Kenneth was a Create Health Scholar this summer at the CU Anschutz Medical Center that gives students hands-on training and exposure to a variety of health careers. Kenneth is interested in pursuing a health care field as he continues his college career.
- **Kati Kuntz**
 - Kati is a sophomore student from Otis, Colorado. She has a 4.0 GPA. She is a captain on the NJC volleyball team. She plans to graduate in December from NJC with an AS degree and transfer on to a four-university and major in Physical Therapy. Kati and her family were hosts to several members of the NJC Volleyball Team during the flood related campus closing.

B. FACULTY/STAFF SUCCESS

- **Brenda Martinez – CACTE Merit Award**
 - Each year the Colorado Association for Career and Technical Education (CACTE) awards program recognizes individuals, organizations, businesses and/or agencies who have made contributions to the field and conducted activities which help to promote and expand career-technical-vocational education Colorado. Brenda Martinez, the Department Chair for Business and Cosmetology and Associate Professor of Business was recently chosen to receive the Merit Award to an Education. This award is presented to an educator who is serving in an educational capacity which is directly or indirectly associated with career-technical-vocational education and who has demonstrated outstanding service and dedication to career-

technical-vocational education in Colorado. Brenda Martinez has been very active in this organization, having served on a number of committees over the years as a working member and also in an advisory capacity.

- **Bryan Shepherd – Region IX Baseball Coach of the Year**
 - Marci Henry introduced Bryan Shepherd. Bryan Shepherd, Head Baseball Coach, was selected Region 9 Baseball Coach of the Year. Last year the Baseball Team standings were 7-2 in the region. They were 40-21 overall. They won the regional tournament which allowed NJC to host the district tournament on NJC's campus.

- **Brian Cullen – Rodeo Team Success**
 - Mike Anderson, Dept. Chair of the Ag Department/Instructor introduced Brian Cullen. Brian Cullen is the Head Rodeo Coach. Brian started at NJC in 1998 and taught Ag Business Management classes at NJC. In 2002, he approached President Perryman and such begin the discussion and revitalization of the NJC rodeo program. The rodeo program has become very successful over the years. They have had three national championships in the past two years. Last year the team acquired a national sponsor, which is Cargill Nutrena. This sponsorship helps to pay for team travel which is not covered by the college. The cost of traveling is solely the student's responsibility with the exception of the sponsorship funds now. This year there are 25 members on the team, 17 of which are in-state students and 5 of which are from northeastern Colorado. Twelve of the 25 are here at NJC on a rodeo scholarship. Two-thirds of the students are planning to transfer to a four-year institution upon graduation from NJC and the other third is planning to pursue a career after graduating from NJC. Their majors range from anything from Engineering, to Ag Diesel to Vet Tech Science. Ten of the students hold professional PRCA cards and the others are considered amateurs. Over the years there have been 21 siblings on the rodeo team from ten different families. That shows that the past rodeo program students and involved families think highly of the program. The NJC rodeo team competes against four-year institutions as well. Ten of the NJC participants are ranked in the region. The NJC men's team is ranked 6th and the NJC women's team is ranked 4th.

VII. ITEMS:

- **E.S. French Renovation Project**
 - In April, Governor Hickenlooper signed Senate Bill 13-230 – the “Long Bill” which included capital construction funding for E.S. French for \$13,128,000. During this school year, NJC will use \$1,145,000 of the funds to identify and hire the project architect, have the construction documents prepared, and retain the project contractor. Fall 2013 and Spring 2014 will operate as usual in E.S. French. From May 2014 to August 2015, E.S. French will be closed and under construction. All offices and academic programming will be located in other buildings on campus. Classes will resume in E.S. French at the start of the Fall 2015 semester. E.S. French was built in 1968 and has not been renovated since.

- **Student Services Reorganization**

- Steve Smith, Vice President of Student Services handed out a NJC Student Services Organizational Chart. The Student Services area was reorganized this summer.



Re-Organization of
NJC Student Services.

- **Enrollment & Housing Update**

- **Steve Smith reported the following:**
 - Head count for full-time students as of 9/30/2013 was 967. Last year at same time head count for full-time students was 977.
 - FTE as of 9/30/2013 was 593.9. Last year at same time FTE was 627.4.
 - Housing is still 100% full.
 - There was a discussion about how NJC compares to other colleges within the Colorado Community College System. Jay noted that what NJC is experiencing is more like what's happening with the Metro Front Range schools, than it is with other rural colleges. He commented that Denver, Arapahoe, Pikes Peak and Pueblo have been in a down cycle of enrollment. He noted that last year, NJC had the biggest percentage of loss in enrollment among all the schools in the system. Jay said that this year, it appears that Lamar and NJC, among the other rural schools, are experiencing a decline from last year. He said that Trinidad is slightly down as well. Otero is actually gaining students. Colorado Northwestern is losing students as well. Jay commented that NJC is no longer the biggest school of the "littles". Trinidad has passed NJC and they haven't just passed NJC, they've passed us fairly significantly. He attributed the growth at Trinidad to their increasing Hispanic population and related grant opportunities. NJC's service area is seeing declining enrollment as well.

- **Budget Update**

- Tyler handed out the following General Fund Income Statement for FY 12-13.



Book1.pdf

- NJC had a net income of \$464,840.82 from last year that could be put into reserves. However, there are several needs that this money could be used for. The Leadership Team has been discussing these needs.

- **Orientation/Community Service Projects**

- David McNabb handed out the Fall 2013 Orientation Agenda that was held August 17-19th for students.



Fall 2013 Orientation
Agenda.pdf

- This year groups of new freshmen were all over the community and campus participating in Community Engagement projects. Groups worked on a reclamation project at North Sterling State park; did landscaping at Sterling Public Library, the NJC Cosmetology area and Northeastern 18 golf course; played dominoes and visited with local residents at the two nursing homes in town; created a song in the music lab; painted the local skate park;

prepared parent folders and delivered supplies to classrooms at Ayres Elementary school; and assisted in getting academic areas on North Campus and the Logan County Fairgrounds up and ready for the new year. After the community engagement projects, students all met at the Sterling Recreation Center for a pool party.

VIII. PRESIDENT'S REPORT – Jay Lee

• In-Service

- The Fall Staff In-Service was held for faculty and staff on August 15th. Jay handed out eight colored index cards and asked faculty and staff for input on the following eight questions:
 - What do you most want to hear about?
 - Most wanted to know about budget, enrollment and President Lee's vision of the future for NJC.
 - What one action could we take to significantly increase enrollment?
 - Most popular answer was to add programs and update buildings.
 - After E.S. French, what capital project should be our #1 priority?
 - Most felt the residence halls need updated.
 - What is your vision for NJC? What would you like NJC to be known for in 2018?
 - Most agreed that NJC should be known for a quality education at a good value.
 - What is our next new program? What program could we add that would have a positive impact on NJC and northeast Colorado?
 - Employees provided a lot of ideas, however NJC needs to make sure that programs will improve student life and that there are jobs available in these fields when students graduate. Students should be able to support themselves after graduation within their chosen profession.
 - What can President Lee and the NJC administration do to improve sharing of the governance process?
 - More communication, more listening and to get more input from faculty and staff. Jay has started a "Jaytalking" series to increase communication to the campus. He sends these emails out to staff regularly letting them know of current issues that administration is dealing with.
 - What goal should have the highest priority? Or – What goal, not included in the CCCS goals, should be included?
 - Increasing enrollment was the majority consensus.
 - What didn't we address that you want to know about?
 - Employment contracts were not given out on time. Jay also mentioned the clocks not working on the clock tower ever since he has been here. He noted that they need repaired or removed. Some staff confused this statement and thought Jay was removing the whole clock tower. Jay had to send out a Jaytalking to clarify this misunderstanding.

• Bachelor Science Degrees

- Northeastern is working with The Colorado Community College System to evaluate the need to offer baccalaureate degrees in career, technical, and work force areas. The degree, the Bachelor of Applied Science (BAS), would be a designated degree for flexible baccalaureate programs that are designed to accommodate the unique demands for entry and advancement within specific workforce sectors. BAS programs provide degree completion

- opportunities for students from a variety of educational backgrounds, but primarily those with career and technical degrees such as dental hygiene, water quality management, radiologic and imaging sciences, health care technology, supervision/management and culinary arts. This degree program would include experiences that provide opportunities for students to demonstrate the application of acquired knowledge, skills, and competencies specific to their career path. Currently, four-year degrees intended for technical students are only available at Mesa State University in Grand Junction, Colorado.
- Jay asked Shawn to email a survey to the Advisory Council members to get their input on the demand for Bachelor of Applied Science degrees.
- **NJC Closure Due to Flood and “No Flush” Order**
 - Things around campus have returned to normal after the college lost seven instructional days due to being closed because of the flood and the “no flush” order. Overall Jay felt that the NJC leadership team handled the situation well. Jay said he flew out of town on Friday and didn’t realize that events would start happening so quickly. On Saturday the leadership team was calling him and letting him know that the situation was becoming direr. The leadership team came together on Sunday morning and conversed with Jay on the phone to make a plan and the decision was made to keep the college closed on Monday and that they would notify the students on Monday by noon their decision about Tuesday. The staff and students were communicated with on Monday and then again on Tuesday about the decision to keep the college closed all week due to the “no flush” order. As the college worked to determine when the campus would open again, constant notifications went out to students and staff through NJC’s emergency notification system and its Facebook page. Jay Lee was asked how he felt the communication was between the Logan County Office of Emergency Management and the college. He said at first he felt a little frustrated by that. But then he said he was very pleased to be invited to attend the emergency management meetings. About 15-20 students were unable to leave campus. Jay complimented David McNabb and the rest of the residence life crew for making sure that those students had food even though NJC couldn’t serve them. Jay feels that NJC did well on the communication aspect. Jay felt that what the college could have done better was pre-flood planning such as sandbagging buildings or finding ways to protect college structures.
 - A final decision has been made regarding the make-up of academic days lost during the flood situation for Fall Semester. A Term has been extended to Monday, October 21st. B-Term will begin Tuesday, October 22nd. NJC will hold regular classes on Monday and Tuesday November 25 and 26. NJC will have regular classes the entire week of December 9-13. Finals will be held as follows: English finals on the afternoon of Friday, December 13 starting at 3 p.m., and all other finals taking place the following week on December 16, 17 and 18. The official Christmas Break will now begin on December 19th. Final grades will be due on Thursday, December 19th by 10 p.m. November 6th will remain an Advising Day as scheduled. Faculty who can accommodate students by delivering instruction around their advising sessions may choose to hold class on this date as well. The residence halls will remain open for any students opting not to travel home for the shorter Thanksgiving break. Food service, however, will not be available November 27-30.
 - Jay complimented Sianna and the other ASG officers in helping get recommendations from students on how to resolve making up the lost seven days of instructions. Jay also received a recommendation from the Faculty Association on how to handle this issue.

- Jay has been very concerned about how the “no flush” order and students missing seven days might affect some students from coming back to NJC to finish the semester and school year. Steve Smith noted that only one student came back and initiated a withdrawal but it wasn’t due to the “no flush” order it was due to personal reasons.
- John Chapdelaine complimented Jay on him being so proactive with this situation. John said that Jay faithfully attended the meetings and had the best interest of the students and staff in mind during the conversations at the Logan County Office of Emergency Management meetings.

IX. REPORTS:

A. Faculty Association Report – Brenda Martinez

- The Faculty Association is trying to be more organized and active.
- They have created an Advising Committee that oversees advising in conjunction with the Advising Office. They have also created a Social Committee that will work to get faculty together for social events some of which will be after hours.
- Faculty state-wide are working on revising the current Evaluation plan and processes for faculty.
- The Faculty Association gave out two scholarships to current NJC students.

B. Associated Student Government (ASG) Report – Sianna Gomez

- Sianna is a sophomore student originally from Holyoke, Colorado. Her family moved to Sterling when she was in high school and she did graduate from Sterling High School. She is an Early Childhood major who hopes to teach kindergarten someday.
- The Associated Student Government held many first week activities for students including:
 - Ice Cream Social, Saturday, August 17th
 - Movie Under the Stars on Sunday, August 18th in the Blue Spruce Courtyard
 - Bingo Night (where students had to dress like a senior citizen) on Monday, August 19th
 - Kickball Chaos on Tuesday, August 20th
 - Bonfire at North Campus on Wednesday, August 21st
 - \$2 Movie Night at Thursday, August 22nd
 - Bowling for Bucks on Friday, August 23rd
 - Laser Tag on Saturday, August 24th
- A cumulative total of about 1,800 attended these events.
- Next week ASG will sponsor a NJC Got Talent night
- Sianna expressed that she and students thought NJC did an extremely good job communicating with students during the closure for the flood and “no flush” order.
- Sianna told the council that the students are very excited about NJC being a wireless campus now and are taking advantage of this. Tyler Kelsch, VP of Finance & Administration commented that there about 1,500 wireless devices attached to our network at any given time. With this much usage, NJC may have to expand its internet pipeline.

X. AUDIENCE PARTICIPATION

- None.

XI. ADJOURNMENT

- The meeting was adjourned at 3:25 p.m.

Respectfully Submitted,

Shawn Rose

Recording Secretary

cc: Advisory Council Members, Jay Lee