LEADERSHIP TEAM MEETING
Tuesday, March 25, 2014
9:00 a.m.
President's Office

MINUTES

Members Present: Angela Anderson, Barbara Baker, Stanton Gartin, Sianna Gomez, Connie Henderson, Marci Henry, Tyler Kelsch, Gail LaForce, Jay Lee, Shawn Rose and Steve Smith.

- **Enrollment** – *Jay*
  - **Spring 2014**
    - Head Count as of 3/24/2014 was down 5.22%.
    - FTE as of 3/24/2014 was up .69%.

- **Rounding Assignments** – *Jay*
  - The eleven members of the NJC Leadership Team will be conducting "rounds" to gather information from fellow NJC employees between now and the end of the Spring 2014 semester. The NJC Leadership Team will conduct rounds by meeting each employee in their office or work area to discuss how NJC is doing and what we can do to improve how we serve students or function in general. Each Leadership Team member picked names from a box containing the names of all benefitted employees.
  - Each Leadership Team member got 11 or 12 employee names to call upon to ask the following questions:
    - What's going well?
    - What's not?
    - What should be done differently?
    - Which of your peers deserve special recognition?
  - The rounding sessions are meant to be short (15-20 minutes) conversations and an opportunity for members of the Leadership Team to hear directly from each employee about their impressions on how things are going at NJC.
  - The members of the Leadership Team will be contacting employees soon to have these conversations.

- **Solar Garden/NET Metering Update** – *Tyler/Jay*
  - We do not have the final agreement yet on the Solar Garden. Jay and Tyler are reluctant to move forward with the NET Metering project until this agreement is signed.

- **Debrief from Presidents' Council & State Board Meeting** – *Jay*
  - **President's Council Meeting**
    - IT Updates from Julie Ouska, CCCS IT Vice President
    - Tuition Discussion with Mark Superka, CCCS VP of Administration and Finance
      - The Presidents voted to recommend a 4.5% tuition increase for next year. This recommendation will need to be approved at the April State Board meeting.
    - Conflict of Interest Policy, Adjunct Healthcare Update, Benefit Premium Discussion – Nancy Wahl, CCCS Legal Counsel and Cynthia Hier, CCCS Human Resources Director
    - Cynthia Hier, CCCS Human Resources Director has announced her retirement.

- **State Board Meeting**
  - 2014 Legislative Session Report
    - Revenue forecasts were good, but not as good as hoped for.
  - Professional Development Across CCCS Colleges
  - Tuition-Setting Considerations
  - Financial Aid Default Rate Update
    - The Colleges recently received a draft report of their 2011 Three-Year Default Rates.
    - Colleges must stay below the 30% threshold.
    - NJC's default rate increased from 21.5% to 25.8%.
    - In part, based on concern regarding previous official rates, five colleges, Lamar, Morgan, Otero, Pueblo, and Trinidad contracted with ECMC Solutions (Educational Credit Management Corporation), a default management firm, to assist the colleges with finding and contacting students who are in a delinquency status and were likely to go into default. Tyler will be attending a meeting in Denver this Wednesday to find out more information about this company.
  - Front Range Community College – Larimer Campus Building Improvements Update
  - Phi Theta Kappa All Colorado Academic Team Luncheon followed after the State Board Meeting.

- **Colorado Rural College Sustainability Project Final Reports** – *Jay*
  - During the summer of 2013, Dr. Nancy McCallin, President of the Colorado Community College System retained Dr. Charles H. Bohlen to serve as a consultant to lead an initiative to review the sustainability of Colorado's six rural community colleges and develop recommendations that could lead to greater long term sustainability. The report is the culmination of visits to each college and a review of materials and data from each college. An individual report was also prepared for each of the colleges.
  - The reports were given to the Leadership Team members at the last Leadership Team Meeting. Jay asked that each member read the reports before today's meeting

Rural College Sustainability Final Ge

Colorado Rural College Sustainability

  - Marci Henry noted that one of NJC's Signature Programs could be our Athletic Training program. She commented that we are the only two year college in Colorado to offer this program.
  - The Leadership Team discussed logos and branding. The group agreed that NJC's graphic standards need to be revisited. They also discussed the word "junior" in NJC's name.
  - The members agreed with the report that NJC does not have a main entrance to the campus.
  - Jay is concerned that female students don't feel safe walking across campus at night as noted in the report.
  - Jay told the group that it is time to revisit NJC's Strategic Plan and a yearly plan must be made annually to go along with the long term strategic plan.

- **Support Letter for Logan County Shooting Sports Complex** – *Jay*
  - Jay was contacted by Dennis Vierow who is involved with the new Logan County Shooting Sports Complex that the Logan County Commissioners have purchased land for and are starting to develop. In the past with trying to purchase a site, they have received a letter of support

from the NJC Shooters. Mr. Vierow asked if NJC would be willing to write a letter of support for the facility for possible future NJC use. The Leadership Team approved writing a letter of support for him.

- Jay asked about the history of the NJC Shooters Club. The group agreed that the club had a lot of student involvement and would be good to bring back. Jay asks that if any NJC faculty or staff member would be willing to be a sponsor for this club to please contact him.

- **Admin Evaluations** – ***Short Version*** – *Jay*
  - The following survey will be sent out soon.

    Evaluation of Supervisors Short Ver

- **2014 Foundation Benefit Event Debrief** – *Gail*
  - Gail noted that several guests commented that they liked the benefit atmosphere better than the fancy Gala atmosphere. Everyone took delight in listening to the speaker Randy Gradishar, former Bronco great and everyone had fun listening and dancing to the two music groups.
  - Gail continues to receive donations for the Benefit. Final numbers will not be in until the end of next week once all the food invoices have been received.
  - Gail heard nothing but positive comments about the food. One negative comment was that the coffee was cold.
  - Some negatives were that there were not enough servers so the servers were very challenged. The servers also didn't get to eat until late.
  - Gail said it will be interesting to see what kind of fundraising event the Foundation Board will choose to do next year.

- **Advisor Survey** – *Connie*
  - The week after Fall Registration, students in 10:00 am M, W, F classes will be asked to complete the following Survey Monkey questionnaire on D2L.

    Advisee survey 2014.docx

- **Good of the Order/Rumor Control**
  - Connie asked when the rest of the faculty would be getting iPads. Kevin Stump would like to have access to an iPad to test try out some software that he has loan to him. Jay will talk to Cherie about getting Kevin Stump an iPad soon. Cherie is currently formatting iPads for the programs that will be piloting the iPads this fall such as Auto Tech, Diesel Tech, Wind Tech and possibly Cosmetology.
  - Marci informed the group that on April 8th, the Bank of Colorado will be sponsoring a presentation from Dr. Kohl, Professor Emeritus of Agriculture Finance and Small Business Management and Entrepreneurship at Virginia Tech. The presentation is open to all Ag students and Ag faculty. The presentation begins at 10 am. The bank has invited Ag faculty to the luncheon at no cost.

- **Next Leadership Team Meeting** – *Tuesday, April 1st*