

LEADERSHIP TEAM MEETING

Tuesday, May 6, 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, Shawn Rose and Steve Smith

Members Absent: Jay Lee

Guest Present: Terry Ruch

- **Enrollment – Stanton**
 - **Spring 2014 (as of May 5, 2014)**
 - Head Count – Up 21 or +1.08%
 - FTE – Up 15.32 or +2.59%
 - **Summer 2014 (as of May 5, 2014)**
 - Head Count – Down 37 or -12.76%
 - FTE – Down 5 or -9.45%
 - **Fall 2014 (as of May 5, 2014)**
 - Head Count – Up 91 or +23.39%
 - FTE – Up 41.13 or +21.46%
- **Custodial Meeting Debrief – Stanton**
 - Jay met with the custodial staff on April 25th. They voiced many concerns to him including the condition of the 3rd floor of Williams Hall. Residents are spitting chewing tobacco in sinks, throwing up in the restrooms and leaving it, etc. They also voiced concerns about the furniture in Blue Spruce as well as students skateboarding in hallways tearing up the flooring material. Steve said that many of these issues have been addressed and fines have been assessed to the offending students that have been identified.
- **Foundation Board Focus for 2014-2015 – Gail**
 - The Foundation Board had a mini retreat on April 28th with Shelley Thompson, CCCS Foundation Director. The board decided that they would like two projects identified for them to focus on. Gail said the board expressed interest in partnering with the college around the goal of increasing enrollment. They also discussed possible funding help for the new Ag building, the E.S. French remodel and the iPad College concept. They would like the Leadership Team to provide them with three or four suggestions of possible projects to help with.
 - The Foundation Board would also like someone from the Admissions/Recruitment area to come and speak to them at their next board meeting to talk about what the college is doing to increase enrollment.
 - Gail noted that the Foundation Board plans to continue the HOPE Scholarship. They would just like some other areas to focus on for next year.
 - Terry commented that he doesn't think we have been effective in promoting the HOPE Scholarship. Barbara noted that she feels our advertising efforts on the website, etc. are inconsistent and confusing to students and parents. Steve commented that Student Services

will take the lead on making sure all HOPE Scholarship information on the website, printed material, etc. is up-to-date with correct information, consistent and easy for people to understand. The Leadership Team discussed whether the HOPE Scholarship was awarded by credits or if there was a fixed dollar amount. Shawn will look back in the minutes from the Leadership Team Meetings last summer to see what exactly was decided on that issue. If it is a set dollar amount do we need to adjust the amount to reflect the increase in tuition for next year? This will be discussed at an upcoming Leadership Team Meeting.

- **Student Art Show – Stanton**
 - Some community members have expressed concerns over a piece of artwork hanging in the Student Art Show right now. The piece could be considered sexually suggestive. The college did put a disclaimer on the door to the student art gallery that states that some of the work on display is adult in nature. Jay communicated with CCCS Legal Counsel and they have advised to leave the artwork up as this is a first amendment right for the student.

- **E.S. French Renovation – Tyler**
 - Three bids were received for the E.S. French Renovation and all were over the budget allowed for the project. The lowest bid was \$3 million over the architect's estimate. The ES French Renovation committee will be meeting on Monday to go over what they need to do next. The project will need to be reviewed for design changes and will be re-scoped to fit within budget. The redesigned scheme, once completed, will then go out on for a hard bid for 15 days. To keep the project on schedule, the plan is to still start the asbestos abatement on May 24th. Tyler believes that one reason the bids were so high was because many local sub-contractors did not want or were not selected to bid on the project which leads costs to be higher because of the additional costs to cover travel related expenses, additional manpower and overtime rates because of the short time frame of 15 months. The other significant cost variance is modifications/alternates to the mechanical systems to reduce costs were not considered by the bidders.

- **Professional Staff Meeting – Stanton**
 - The Professional Staff Meeting will be held Wednesday, May 7th at 3:15 pm in HSC# 230. Stanton is currently working on the agenda.

- **Total Withdrawal Policy – Steve**
 - The Leadership Team reviewed NJC's procedures concerning total withdrawals, primarily those that occur after the withdrawal deadline for courses just prior to finals week. This has been a longstanding practice at NJC, but it appears we are the only college in the system that allows total withdrawals after the withdrawal deadline.
 - Steve sent an email to faculty this morning asking for their opinions on whether or not to continue total withdrawals after the withdrawal deadline. He would like to hear their input. Steve asked Stanton to discuss this matter at the next Learning Services Meeting.
 - Steve shared Red Rock Community College's Total Withdrawal procedure off of their website.
 - Steve and Stanton will share their findings at the next Leadership Team Meeting. The Leadership Team will vote at the next meeting whether or not to continue this procedure.

- **Prospective Student Communication Plan – Terry**
 - Terry shared with the Leadership Team a flow chart of the Admission's Office Prospective Student Communication Plan that Alicea Einspahr had created for their department.

- CCCS is rolling out CRM (Customer Relationships Management) software, also known as Recruiter, to CCCS colleges. The first five colleges will begin using the program in October. NJC is not one of those five. Terry has asked that NJC be in the next rollout session. The plan is to have it rolled out to all the colleges by November 2015. This software is compatible with Banner.
 - Terry shared a new idea they are going to do at the upcoming registration days. The recruiting department would like to have a “party” for those students that attend to send them off on a good note. They would like to have the party in Pete’s Retreat. They would like faculty and administrators to be there as well to speak to and visit with the students and parents. They would like to be able to give the students some kind of NJC memorabilia to go away with for the day. Terry also commented that Alicea will be able to make Facebook banners for the students to display on their Facebook wall showing that they are going to NJC the next school year.
 - Connie asked if the students that are no shows for registration days if their contact #'s could be given to faculty so that faculty could call them that same day and try to get them scheduled on the next registration date.
- **Good of the Order/Rumor Control**
 - Sianna reported that there were about 250 people at the Talent Show that was held on May 5th.
 - The Block Party will be held this afternoon (May 6th) from 3:00 – 7:00 pm. Dinner for the students will be served there as well.
 - Barbara said she has had inquiries about the Sterling Xpress Baseball. She asked who the contact person is for that organization and if it is someone on campus. Tyler noted that this is a separate organization and has nothing to do with NJC. They are allowed to use the baseball fields for these games as there was a trade for this to get lights on the field. Tyler said that anyone wishing to contact the Sterling Xpress Baseball can email them at sterlingxpressbaseball@yahoo.com. Bryan Shepherd is their contact point at NJC as he is the Baseball Field/North Campus Manager.
 - Connie reported that Faculty Senate elections were held. Mike Vair is the new Faculty Senate President for next year. The President Elect is Celeste Delgado-Pelton, the Treasurer is Valerie Edinger and the Secretary again is Maret Felzien.
 - Marci informed the group that 5th graders will be on campus this Friday, May 9th for the Ag Fest in the Event Center’s Auxiliary gym. The main gym will be getting prepped for graduation. Next Tuesday, Sterling High School will be holding their Athletic Awards Night in the gym. Marci noted that the sound system should be ready for graduation.
 - Terry complimented Tyler on his address that he gave to the students on the last Discovery Day. Terry noted that the last Discovery Day was NJC’s biggest one ever.
 - **Next Leadership Team Meeting – Tuesday, May 20th**
 - *We will not meet on May 13th*