

LEADERSHIP TEAM MEETING

Tuesday, May 20, 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 (as of May 19, 2014)**
 - Head Count – Up 91 or +4.66%
 - FTE – Up 21 or +3.57%
 - **Summer 2014 (as of May 19, 2014)**
 - Head Count – Down 51 or -13.49%
 - FTE – Down 8.85 or -13.0%
 - **Fall 2014 (as of May 19, 2014)**
 - Head Count – Up 75 or +15.5%
 - FTE – Up 29.65 or +12.42%
 - Steve noted that we have 60 signed up for the registration day on Wednesday, May 21st.
- **Discuss Rounding Assignments**
 - The Leadership Team discussed the rounds that they did with faculty and staff. Jay will summarize those findings in upcoming Jaytalking emails to the campus. The Leadership Team will continue to discuss the high points and criticisms of these interviews.
- **Follow-up on Total Withdrawal Procedure – Steve**
 - At the Leadership Team Meeting on May 6th, 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 had sent an email to faculty asking for their opinions on whether or not to continue total withdrawals after the withdrawal deadline. He received some comments back from faculty.
 - Stanton moved that we no longer permit student initiated total academic withdrawals after the standard course withdrawal deadline, as indicated on the academic calendar. Once the deadline has passed to withdraw from a class or classes, students can only receive the letter grade they earn for each course. They will not have the option to withdraw from individual courses or from all courses after the semester withdrawal deadline. Barbara seconded the motion. All were in favor, no opposition.
 - Steve will re-write the procedure that we will follow regarding this decision. We will need to make corrections in the catalog, the student handbook and the academic standards handbook. We will also need to get the word communicated to students so they will know that they no longer are able to wait until the day before finals to initiate a total academic withdrawal.

- **Follow-up Discussion on Foundation Board Focus for 2014-2015 – Gail**
 - At the Leadership Team Meeting on May 6th, Gail asked the Leadership Team for two or three ideas that the Foundation Board could focus on for next school year. Gail said the board expressed interest in partnering with the college around the goal of increasing enrollment.
 - The following ideas were given to Gail by the Leadership Team for the Foundation Board:
 - Stanton recommended that the Chemistry Lab needs remodeling. The chemistry lab has not been remodeled in a long time. This lab is outdated and old. Stanton did not know an approximate cost to remodel the Chemistry Lab.
 - Marci recommended that we need to create a “Sports Complex” on north campus that would house the baseball field, a softball field, a soccer field, bleachers for each field, necessary buildings and another bus. Also fields that could be used for youth summer camps would be nice. Marci has drawings for the proposed Sports Complex and will share them with Gail. Athletics has discussed adding women’s soccer, and if NJC did this, this Sports Complex would be a necessity. This Sports Complex could attract perhaps another 50 students.
 - Jay recommended that we need to do some upkeep and remodeling in a few of the residence halls. Some of the residence halls are showing their age and need repairs. Hopefully Dowis Hall will receive funding through the Historical Society grant. Now that NJC is selling the Plainsman Grill/NE 18 hopefully funding from auxiliary funds can be funneled back into projects at NJC, such as the upkeep of residence halls.
 - Gail will take these recommendations to the next Foundation Board Meeting that will be held on June 23rd.
 - The Leadership Team discussed the Hope Scholarship. For fall, the Leadership Team agreed to award the HOPE for the same dollar amount as last year. The amount that was decided by leadership last year, 2013, will not change for 2014-15. These are the amounts that were decided on by the Leadership Team in June 2013.
 - Award – through grants and scholarships students will qualify for the following:
 - First two semesters: \$1,075.50 a semester
 - Semesters 3,4,5,6: \$717.00 a semester
- **Debrief from Presidents’ Council & State Board Meetings (May 13th & 14th) – Jay**
 - Fundraising
 - When Jay and Gail attended a training last summer in Manitou Springs, they learned that 80% of fundraising dollars come from individuals, 15% comes from Foundations and 5% comes from corporations and companies.
 - The Presidents discussed what the Presidents job is and what the Foundation Director’s job is as far as fundraising. They were told that the optimum plan would be to make three visits three days a week three weeks per month to potential donors which would equal twenty-seven visits per month.
 - The Presidents discussed fundraising return on investment at each one of their colleges. Red Rocks had the best percentage which was 4:1 (\$4 received for every \$1 spent on fundraising efforts). They were also told that Presidents should have the top ten fundraising prospects at the tips of their tongues. Dr. McCallin has an expectation that all the Presidents will improve upon their fundraising efforts.
 - The Presidents were given a legislative update.
 - The Presidents discussed planning for the BAS Degree Program. A couple of colleges are planning to offer BAS Degree Programs. NJC is not one of them.

- Mark Superka gave the Presidents a budget update. The System Office is anticipating a 4.4% decline in enrollment for CCCS next year. The only colleges seeing raises in enrollment for next fall so far are rural schools. The budget formula was also discussed.
- The Capital Development Committee and the Joint Budget Committee have created a new scoring system to prioritize projects. Starting next fiscal year, all community colleges must come up with 25% of the funding for their projects. Jay noted that NJC has a healthy reserve but needs to continue to build our reserves because of this new rule.
- SP-24a: Colorado Student Merit Aid Awarding Procedure was discussed.
- The Presidents were updated on the Violence Against Women Act by CCCS Legal Counsel. There are requirements that all colleges must follow now because of this Act. CCCS is working on a group pricing training bundle with a company called NCHERM (National Center for Higher Education Risk Management) to help colleges stay in compliance with these new requirements. There is a \$100,000 price tag for their service. The cost will be split out 2/3 to the urban colleges and 1/3 to rural colleges. NJC's cost will be \$4,396.
- CCCS IT is working with a company to offer a Box Application for iPad storage. This a secure storage place for students to store documents in.
- The Presidents were given an update on the requirements for Drug-Free Schools and Campus.
- The Presidents discussed the Healthcare Reform Act. Dr. McCallin asked if any colleges limit the number of credits that adjunct faculty teach. NJC does limit the number of credits that adjunct can teach. Angela will follow up with Renee about how long NJC has been doing this. Jay needs to report this back to Dr. McCallin.
- Four colleges received performance awards. Red Rocks Community College and Trinidad State Junior College were given awards reflecting their ability to increase student certificate and degree completions. Red Rocks Community College increased the number of degrees and certificates conferred by 54.1% since 2010-2011. Trinidad State Junior College increased the number of degrees and certificates conferred by 30.1% since 2010-2011. NJC finished 3rd in this category. Pueblo Community College and Otero Junior College were recognized for increasing successful completion of remedial courses. Pueblo Community College had the highest percentage point increase in remedial completion among urban colleges, up 7% points since 2010-2011. Pueblo also had the second highest remedial course completion rate of 78.1%. Otero Junior College had both the highest percentage point increase and the highest remedial course completion rates of 78.8% among rural colleges. NJC was second in this category in terms of level of improvement. The next performance award to be announced will be in regards to the transfer rate. In the past, NJC has been in the lead in this category.
- At the State Board Meeting, Front Range Community College received approval for a renovation project and Arapahoe Community College received approval on a Health/Wellness Fee. NJC also received approval to sale the Plainsman Grill/NE 18.

- **Next Leadership Team Meeting** – *Tuesday, June 3rd, 9:00 am*