LEADERSHIP TEAM MEETING
Tuesday, February 19, 2013
3:15 p.m.
President's Office

MINUTES

Members Present: Barbara Baker, Chelsea Blumenshine, Stanton Gartin, Marci Henry, Tammy Kallsen, Tyler Kelsch, Gail LaForce, Jay Lee, Andy Long, Larry Pollart, Shawn Rose and Steve Smith.

Guest Present: David McNabb

- **Housing Issues & Housing Promotion Proposals –** *David McNabb & Steve*
  - **Sophomore Student Housing Marketing Proposals**
    - Are eligible to come back to live on campus as long as they have a 2.0 GPA.
    - Already get choice of where they want to live as long as they have a 2.5 GPA.

  - ***Ideas to sell living on campus for 2nd year students***
    Historically we have ranged from 80-139 sophomore students living on-campus. Fall of 2011 we had 181 sophomore students, and we began this year with 116. I have set a goal of 150+ returning students living on-campus for next year.
    - ***Hassle free*** – Implementing an improved system that will only require current on-campus students to fill out an online housing contract to reserve their space on campus. Housing deposit will roll over and students will be sent a notice with how much they still have remaining.
    - ***Pricing Option 1 –*** Promote a lock in room and board prices at this year's rates if they finish a housing contract before the end of the school year. With an expected 3% housing and board increase this will only be a $55.53 saving for BS Hall and $52.83 for GRB. Meal plan savings will be $50.64 for a 19 meal plan and $46.44 for a 10 meal plan.
      - Total budgetary impact will be around ***$100/student*** depending on student preference.
    - ***Pricing Option 2*** – Promote ***$100-$200*** off room and board next year for signing housing contract before the school year ends. Signing bonus appeal.
      - Total budgetary impact exactly ***$100-$200/student***
    - ***Pricing Option 3 –*** No financial incentive. Increase costs the anticipated %3 for returning students the same as incoming freshmen.
    - ***Meal Plan Incentives –*** Introduce a Sophomore Meal Plan that reduces the # of meals per week in the Caf and increases flex dollars at a reduced price below the current 10 meals/week. Lowest current meal plan is at $1,550. Calvin open to idea but will depend on new regional manager.
      - ***Example:*** 7 meals/week & $500 flex for $1,300
  - The Leadership Team gave approval for David to move ahead on the Hassle free option.

- **Housing Issues of Note**

  Maintenance & Cleaning
  - Maintenance & Upkeep Cycle of Painting, Carpeting, and Lobby Furniture
  - Change in Work-Study Usage

  Residence Hall Updates
  - Uniform bedding across campus
  - Mattresses almost complete – Would like to start on bed frames after

  Academic Help
  - Living Learning Communities in 13-14
  - HD's Promoting Study Lounges & Facilitating Study Group Sessions

  Staffing
  - 2 Full-Time Staff Returning – 1:275 ratio at full capacity
  - 3 AHD's
  - 17 RA's – 1:32 ratio at full capacity

- **Update from Presidents' Council/State Board Meeting** – *Jay*
  - ***Presidents' Council Meeting***
    - Leadership Development with Linda Bowman.
    - The Presidents discussed and revised the BP 3-70 Code of Ethics and SP 3-70a Relationships policy.
    - The Presidents discussed the selection process of course materials for classes. They discussed what would happen if a faculty member wrote a book and then wanted to use the book in their classroom.
    - The Presidents discussed amendments to BP 4-20 Student Tuition and Fees/Scholarships. Some colleges have had issues with students sitting in on classes but not being registered for the class. It was decided that only registered students paying the required tuition would be permitted to attend classes.
    - Nancy Wahl, CCCS Legal Counsel, discussed the contractual indemnification policy and a new board policy concerning it. The new language would allow the colleges to enter into agreements which ask the college to indemnify the contractor, but if the college does so, the state risk management office will not cover any damages that may occur. The most common examples would be IT and Apple contracts.
    - Geri Anderson, CCCS VP, discussed the proposed Honor's College. This is still just a concept, nothing definite at this point. This would be the 14th community college in CCCS.
    - Still working on Faculty Evaluation tool. SFAC recently looked over the latest version and they were generally ok with it. It will be submitted to the State Board in March.
    - The Presidents discussed campus law enforcement issues.
    - The Presidents received an update concerning the Healthcare Reform. July 1, 2014 will the implementation of insurance benefits for employees working more than 30 hours a week. There is still much more to define and determine with this reform.
    - CCCS Vice President of Finance, Mark Superka, beginning to look at tuition rates for FY14. Last year tuition was raised 6.5%.

  - ***State Board Meeting***
    - The State Board received a Legislative Update.

- Audits came back clean.
- Received recommendations back from the Development Education Task Force.
- Front Range requested permission to use funds for a mechanical, electrical and code compliance upgrade.
- Colorado Northwestern Community College gave an update on their reserve levels.
- President Jay Lee asked permission for NJC to move forward on a Wireless Technology Access Project. Funding for this project is being supported fully by a grant of approximately $790,000 from the NJC Foundation. The source of the funds are the re-purposing by the donor of the remaining balance from the Blue Spruce Residence Hall made to the Foundation in 2009. The State Board approved the plan.
- Pikes Peak Community College asked for spending authority to purchase real estate with a portion of their reserve money.

- **Advisory Council Debrief** – *Jay*
  - Everyone agreed that the Advisory Council Meeting that was held on February 14th went smoothly. The students that were highlighted at the meeting did a great job.

- **Emergency Management Update** – *Steve*
  - A representative from CERT (Community Emergency Response Team) came to the last Safety & Security meeting and gave the committee a presentation about CERT. Steve noted that they would like to provide the CERT course to any interested students and staff. The course is about 16 hours long and could be provided on a weekend or during the evenings on weekdays. The training is free. The CERT course would benefit any citizen who took it. The individual would be prepared to respond to and cope with the aftermath of a disaster. The Safety & Security Team is planning to invite Logan County Emergency Coordinator, Bob Owens, to their next meeting to discuss the next steps for implementing CERT.

- **Academic Profile** – *Stanton*

  Academic Profile 2012-2013.pdf

- **Developmental Education Task Force Report** – *Stanton*
  - The State Board approved recommendations from the Developmental Education Task Force. The recommendations are below.

    Dev Educ redesign handout Feb 2013.doc

- **Good of the Order/Rumor Control**
  - NJC will be writing a Great Outdoors Colorado (GOCO) Grant for the lighting on the Baseball Field.
  - Andy Long handed out the Noel Levitz Recommendations from when Noel Levitz visited NJC's campus in January. The Leadership Team will be discussing these recommendations at a future meeting.

- **Next Leadership Team Meeting** – *Tuesday, February 26th – 3:15 p.m.*