LEADERSHIP TEAM MEETING

Tuesday, August 6, 2013
1:30 p.m.
President's Office

MINUTES

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

- **Space Rental and Video Production Agreement**
  - Jay recently met with Ben Blecha concerning NJC giving him office space on NJC's campus in return for video production services from him for NJC. Ben Blecha would like to start an internet radio program as well and needs space to do so. Jay has identified some space on the third floor of Knowles Hall. However, this space is currently being rented by the Sterling Arts Council. Jay is going to offer the Sterling Arts Council some space on the 2nd floor of Knowles Hall for free.

- **Student Services Transition**
  - Below is a diagram showing the Student Services personnel and office reorganization.

    Student Service Reorg.docx

- **In-Service Day Planning**
  - Postcards will be going out on Wednesday, August 7th providing information to faculty and staff about next week's In-Service Days on August 13-15. The Fall 2013 Faculty and Staff In-Service agenda, which outlines the various sessions to be held August 13-15 is online on the SharePoint. You may access SharePoint from any internet connection by going through the NJC portal. Go to njc.edu and open the Access NJC portal. Once in the portal, click on the Employee tab; look at the right side of your screen, scroll down to find the SharePoint Online Information section; click on and open the SharePoint link.

- **E.S. French Renovation – August 7 & 8**
  - This Wednesday and Thursday, the architects – Anderson, Mason Dale will be on campus. On Wednesday afternoon they will be meeting will the executive panel which includes Jay Lee, Tyler Kelsch, Tracey Knox, Lyle Rose, Cherie Brungardt, Scott Thompson and Cherie Brungardt and will share with them drawings that they have come up with. On Thursday the architects will meet with the Liberal Arts faculty to talk about their individual needs. On Thursday afternoon they will meet with the executive panel again to share what feedback they received from the Liberal Arts Faculty.
  - This renovation will not involve knocking down many walls, both rather fixing the existing spaces, covering the atrium and combining office spaces.

- **Cobblestone Project – NE 18/Plainsman Grill Management**
  - Jay and Tyler continue to explore the option of the Cobblestone Investment Company gathering investors to invest money into placing a hotel at the entrance of the NE 18. The investors do

have concerns about what the college plans to do with the restaurant and golf course. Tyler is currently creating an RFP (Request for Proposal) about leasing the restaurant and golf course to an outside entity. Investors are also concerned about who might bid on that RFP.

- **NJC Farm**
  - Stanton recently notified the tenant that leases and farms NJC's farm property that NJC is planning to sell the land. NJC will be working with a realtor. Proceeds from this sale will go to the Ag Department to be used for improvements to the area just north of the fairgrounds.

- **Labor Day Golf – Volunteers**
  - The 90th Annual Labor Day Golf Tournament will be held again this Labor Day weekend. This golf tournament is the longest running golf tournament in Colorado history. Jay is asking for volunteers again that could help with registration, people who can watch for a hole-in-one at hole# 17 (winner receives a new car), ball spotters, announcers and people to oversee the putting contests. If you would like to volunteer with any of these activities please let Jay know. Frank Walsh recently contributed $10,000 for this tournament which will be used for player prizes and two all-expense paid trips to Las Vegas for two players.

- **Workplace Answers – Online Staff Development**
  - This is a system-wide online training software that all colleges will be utilizing to provide online training to their students, faculty and staff on sexual harassment and Title IX issues. This online software has the ability to track who has completed the training. The advantage of this online training software is that it will be consistent training and it stays up-to-date on legal issues for these topics. NJC plans to provide this training to its employees this fall.

- **Enrollment/Resident Life Numbers**
  - As of August 5th, NJC is down 15 head count, but is up 4.6% FTE. This is increase of .8% in FTE compared to the same time last year. NJC created this year's budget anticipating a drop of 9% in FTE. Hopefully this upward trend continues for the school year and NJC will come out in the black and be able to put money into our reserves.
  - Housing is reporting that they only have 13 empty beds available.

REMAINING BEDS:

DOWIS TOTAL	APTS.	1ST FLOOR	2ND FLOOR	RA ROOMS
1 Female	0	0	0	1 – 1ST floor
HERBIE TOTAL	1ST FLOOR	2ND FLOOR	3RD FLOOR	RA ROOMS
4 Males	2	0	0	3 – All floors
1 Female				
POOLE TOTAL	1ST FLOOR	2ND FLOOR	3RD FLOOR	RA ROOMS
4 Males	2	0	0	3 – All floors
1 Female				
WILLIAMS TOTAL	1ST FLOOR	2ND FLOOR	3RD FLOOR	RA ROOMS
9 Males	6	0	1	2 – 1st & 3rd

				floors
BLUE SPR. TOTAL	1ST FLOOR	2ND FLOOR	3RD FLOOR	RA ROOMS
1 Female	0	1	0	2 – 1st & 3rd floors
2 Males				
GRB HALL TOTAL	1ST FLOOR	2ND FLOOR	3RD FLOOR	RA ROOMS
2 Males	0	1	0	1 – 3rd floor

DATE	NEW STUDENTS w/paid deposits	NEW INCOMPL (pending deposits)	RET. STUDENTS w/paid deposits	RET. INCOMPL (pending deposits)	TOTAL
8/6/2013	342	75	13	172	602

- **Name Badges**
  - The HR Office has received requests for name badges with too many letters to reasonably fit on a badge. It was decided that if Kathy Rice received such requests, she is to contact their supervisor for approval on the title of the employee's position.
  - Tammy reported that all business cards that are printed in the future will have eight commonly called NJC phone numbers as well as logo printed on the back of them.

- **Good of the Order/Rumor Control**
  - Barbara reported that the parade t-shirts should be in today.
  - Connie Henderson asked when contracts will be out to faculty. Tammy reported that contracts should be out soon.
  - Marci commented that the volleyball and soccer teams are on campus already. Athletics is excited about the ATS (Athletic Training Software) they will be utilizing. This software allows athletes to input various personal information such as their health insurance information, which will be very helpful for coaches if a player gets hurt.
  - Connie Henderson reported that the faculty are going to focus extensively on advising to help improve retention this school year.
  - Jay handed out the results of 2013 Great Colleges to Work For results from NJC. NJC sent out 157 surveys to faculty and staff and received 35 surveys back. NJC did not receive "Very Good to Excellent" ratings on all areas, so will not receive the award.

- **Next Leadership Team Meeting** – *Tuesday, August 27th – 10:00 a.m.*