LEADERSHIP TEAM MEETING

Thursday, August 30, 2012
3:00 p.m.
President's Office

MINUTES

Members Present: Barbara Baker, Chelsy Certain, Stanton Gartin, Marci Henry, Tammy Kallsen, Gail LaForce, Jay Lee, Andy Long, Judy McFadden, Larry Pollart, Shawn Rose and Steve Smith.

Jay welcomed Judy McFadden to the meeting. Judy will be attending the Leadership Team Meetings since Brenda Lauer's departure. Jay also welcomed Larry Pollart who is new to the group. Larry will be representing the Faculty Association at the meetings.

- **Review Potential Grants –** *Gail LaForce*
  - Gail presented the following three potential grants for approval from the Leadership Team**.**
    - Tax Help Colorado from the Piton Foundation for approximately $3000.
    - NJC Adult and Family Education Center/Family Literacy Program from Temple Buell for $25,000.
    - Plus 50 Champion College Grant from AACC/Civic Ventures/Deerbrook Charitable Trust for $15000.
    - All three of these grants are renewals of current grants.
    - The Leadership Team gave approval to pursue these three grant renewals.

- **Fundraising Collaborative Efforts** – *Gail LaForce*
  - Gail LaForce commented that it has become evident that her office needs to keep a master calendar of all NJC fundraising efforts. This should include departments, clubs, development, etc. We don't want other "asks" taking place simultaneously. In addition, if we are targeting a particular donor for $100,000, we don't want a NJC club asking them for $5,000 while we are courting the potential giver. Please send Gail an email with your fundraising information including what the event is, when the event is and who is being solicited.
  - Stanton Gartin brought up a topic that was discussed at Learning Services this week about fundraising. Mike Anderson had a conversation with a local business owner who mentioned that several groups from NJC had contacted him for donations throughout the year. The business owner had some requests that would make sense for all student fundraising to follow. First, the business owner mentioned that he sets his budget in December for the following year and determines where he will spend donation and marketing money at that time. Secondly, as a business owner he would like something in writing that describes the event, identifies what group will be receiving the funds, and most importantly outlines the benefit to his business at or as part of the event. He considers what exposure the business gains from the event like signage, radio spot time, printed materials, newspaper ads, etc. The final comment he conveyed was that students need to be prepared and present themselves in a professional manner including their appearance.

- **Enrollment** – *Jay Lee*
  - Summer 2012 – NJC was down 5.85 FTE which is a decrease of 6.9%. NJC had the smallest % decrease in enrollment of all the community colleges for Summer 2012.

- Fall 2012 – NJC is down 89.55 FTE which is a decrease of 13.3%. If this pattern follows for spring, this could be a projected loss for the year of $800,000 in funding.

- **Disability Services** – *Steve Smith*
  - Steve Smith gave the Leadership Team a handout from AHEAD (Association on Higher Education And Disability). Steve pointed out the change in acceptable sources of documentation for substantiating a student's disability and request for particular accommodations can take a variety of forms.
  - Steve Smith will summarize the 10 page handout for faculty and those involved with students with disabilities on campus and send an email out to them detailing the changes in these guidelines.

- **Mental Health Services** – *Steve Smith*
  - Steve Smith discussed the protocol for students who are facing mental health issues and are in need of assistance. Students are to be directed to counseling and will be referred out to Centennial Mental Health Services for mental health screening and additional counseling, if necessary. Northeastern Junior College does not provide mental health counseling to students. However, our counselors will be a support to students with mental health issues, provided they are receiving appropriate outside assistance. Steve shared what Arapahoe Community College does for students who need mental health counseling, noting that ACC pays a portion of the counseling services with student fees. Steve said he would talk to the Director at CMHS to confirm that our referral system is still following appropriate guidelines. He will also learn what CMHS charges for a counseling session. (NJC's Mental Health Assistance procedure is in the Student Handbook 3.13, page 38).

- **Labor Day Golf Tournament** – *Jay Lee*
  - 70 players have signed up for the Labor Day Golf Tournament that will be held over Labor Day weekend.

- **In-Service and First Week Debrief** – *Jay* Lee
  - Chelsy Certain noted that there was good student turnout at the first week activities. Mud volleyball had a good mix-up of teams this year. Student Senate will have their first Senate meeting on September 17th. The first ASG allocations to clubs will be going out soon.

- **Miscellaneous Items**
  - Gail announced the NJC Foundation is proud to present The NJC Beautification Project Grand Opening and First Autumn Campus Botanical Walk to be held on Tuesday, September 18th at 9:30 am. Program and brunch reception will be held at the Tennant Art Gallery. The Campus Botanical Walk will be held immediately following, beginning on the east side of Hays Student Center.
  - Jay would like to create an Art Collection Committee that would consist of art faculty and community people. NJC receives various art donations and this committee would be in charge of accepting or denying the donation and if accepted, deciding where art will be displayed on campus.

- **Next Leadership Team Meeting** – *Thursday, September 6th – 3:00 p.m.*