LEADERSHIP TEAM MEETING

Tuesday, October 1, 2013 10:00 a.m. President's Office

MINUTES

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

• Enrollment Report – Steve/Jay

- Head Count as of 9/30/2013 is 1551. Last year on 10/1/2012 Head Count was 1764 which is a decrease of 213 or -12.07%.
- FTE as of 9/30/2013 is 593.9. Last year on 10/1/2012 FTE was 627.4 which is a decrease of
 -33.5 FTE or -5.34%.
- Steve reported that housing is still full. So far, since students have come back from being closed due to the flood, there has only been one unofficial withdrawal from school.

Enrollment Growth Discussion – Jay

- The Leadership Team continued the discussion on how to increase enrollment. Items discussed were:
 - Jay would like to continue investigating the idea of NJC becoming a "tablet" campus. The Apple Education group will be on campus next Wednesday, October 9th to meet with Jay and the NJC IT staff and a CCCS IT rep as well. If NJC chooses to pursue becoming a "tablet" campus an RFP will be put out for companies to bid on. Fundraising efforts will need to be discussed as well.
 - Adding women's soccer.
 - More focused recruiting effort at local school and with commuter students. This is the area where NJC has seen the biggest decrease in enrollment. Several factors could be playing into this trend including smaller senior class sizes and a decrease in population in Logan, Phillips and Sedgwick counties. Relationships with local school needs to be reestablished and made stronger. Jay commented that parents also need to be educated about the cost of their child attending NJC compared to that of a four-year university.
 - Gail commented that perhaps the Hope Scholarship could be offered to non-traditional students as well instead of just recent high school graduates.

• Advisory Council Meeting Preparation – Jay

- The NJC Advisory Council Meeting will be held Thursday, October 3, 2013 at 1:30 pm in the Hays Student Center Tennant Art Gallery. Agenda items include:
 - Election of Chair and Vice Chair for Advisory Council
 - Introduction of New Faculty and Staff
 - Student Success Stories
 - Faculty/Staff Success Stories
 - E.S. French Renovation Project
 - Student Services Reorganization
 - Enrollment and Housing Update
 - Budget Update
 - Orientation/Community Service Projects

Reports from Associated Student Government and the Faculty Association

• Loss Days Conversation – Jay

- The Leadership Team continued the discussion on how to make up the lost seven days from when the college was closed due to the "no flush" order.
- O Sianna surveyed students and she received about 300 responses back. The most popular response was for students to make up the lost time online, such as online class presentations and online tests. Students also liked the idea of pushing back the finals one week in December; having class the Monday and Tuesday for Thanksgiving Break; pushing back finals in December or to have class on the scheduled advising day on November 6th.
- Connie reported that faculty talked to students about having classes on Saturday and most of those students strongly disliked this idea. Most of them work jobs on weekends to pay for school or go home so this was not a popular idea. The faculty consensus was to have classes on the Monday and Tuesday of Thanksgiving Break which is November 25th & 26th and to push back finals in December to December 16th, 17th and 18th. The faculty wanted to keep the scheduled Advising Day planned for November 6th, but felt that if faculty wanted to teach on that day then they could.
- The Leadership Team discussed Online and Hybrid classes and whether or not they should be included in this calendar alteration.
- Jay moved and Connie seconded the plan to:
 - End the A-Term session on Monday, October 21st.
 - Begin the B-Term session on Tuesday, October 22nd.
 - Have class Monday, November 25th and Tuesday, November 26th and push finals back to Monday, December 16th Wednesday, December 18th. English finals would be held at 4:00 pm on Friday, December 13th.
 - Final grades will be due by Thursday, December 19th by 10:00 p.m.
 - The Advising Day scheduled for November 6th will stay, however if faculty do want to teach on this day as well as advise they can do so.
 - Barbara Baker will put out an announcement soon informing the campus of this decision.

• Budget Reserve Discussion – Jay

- o The Leadership Team continued the discussion on what the immediate needs are for the campus and whether or not the college should spend part of the \$464,840 net income from last year. NJC's current reserves are \$3,548,857 which is about 22.62% of NJC's budget.
- Several immediate needs were identified which included:
 - Putting an amount into reserves.
 - Purchasing two 34-passenger buses.
 - New entrance for Welding Program \$5,000
 - New carpet in the Admissions Office (\$7,000 \$9.000), the HR Office and BCEC (auxiliary dollars)
 - Parking lot lighting in Herbie Hall parking lot (parking bond fees could be used for this) -\$7,500
 - Chemical Assessment
 - Making buildings ADA compliant Walker Hall, Cosmetology and Hays Student Center
 - Bank of Colorado Event Center name tiles this is a Foundation issue
 - SSS Grant was cut down come up with extra \$40,000
 - Cafeteria remodel already have \$75,000 set aside (auxiliary dollars)
 - Blue Spruce access traffic safety issue

- Nursing program additions \$3,900
- Clock Tower repairs (clock tower is staying, but clock itself needs repaired or replaced)
- Human Resources Office Welcome area (remodel old business office)
- Connie asked about including raises for adjunct faculty. Jay said that this item will need
 to be built into the existing budget as this would not be a one-time expense but rather a
 continued yearly expense.

• Good of the Order/Rumor Control

- o Gail reported that NJC did not receive Title III Grant funding. NJC missed the award by .7 points.
- Next Leadership Team Meeting Tuesday, October 15th 10:00 a.m.
 - We will not have a meeting on Tuesday, October 8th State Board Visit and Luncheon