LEADERSHIP TEAM MEETING

Thursday, October 4, 2012
3:00 p.m.
President's Office

MINUTES

Members Present: Barbara Baker, Chelsy Certain, Stanton Gartin, Marci Henry, Tammy Kallsen, Tyler Kelsch, Jay Lee, Larry Pollart, Shawn Rose and Steve Smith.

Members Absent: Gail LaForce and Andy Long.

- **Reports from Recent VP Meetings** – *Steve and Stanton*
  - **Steve Smith**
    - Last Wednesday Steve Smith and David McNabb attended a Common Code of Conduct for Housing Meeting in Denver. Many all the procedures used came from NJC. As a compromise with the other colleges, one change that will happen next year will be that automatic coffee makers will be allowed in the residence halls as long as they have automatic shut offs.
    - A Transfer Initiative Group is being established at the CCCS system level to support the student and administrative sides of transfer service. A National Transfer Fair is being arranged for Fall 2013. Steve Smith will represent NJC with this effort.
    - FERPA training on campus in October 24th, at noon in Tennant Art Gallery. Anyone who would like a basic overview of FERPA via webinar is invited to bring their lunch and attend this hour long training session.
    - Orientation Sharing Day Next Month – Cindy Carey will be attending—date to be determined.
    - Course Repeats – should there be a limit of the number of times a student can take a course? Here is a graph that shows the number of course repeats by students over the past several years at all CCCS colleges. NJC will provide a breakdown of our repeat courses and this will be shared at the next VP/Dean of SS meeting.

Taken + Repeat	# of courses
2	10757
3	3529
4	1551
5	724
6	484
7	280
8	203
9	139
10	96
11+	413

- **Stanton Gartin**
    - Academic Progress Procedure - Stanton indicated that the Academic Progress Procedure hasn't been updated in about 6 years. He was asked to head up a committee to work on this. He put together a draft that the system vice presidents have looked at, but now a committee of VPI's and VPSS's will work on it with plans to have something more definitive ready by December for consideration by the state board.

- **Cost to Attend NJC Historical Data** – *Stanton*

Copy of College Costs 2012.xls

- **DISC Assessments** – *Shawn/Jay*
    - Jay has arranged for each Leadership Team member to take an online DISC Assessment Tool. This assessment is a powerful tool that can help significantly improve work relationships. Once the team members complete the assessment, they will have a personalized and comprehensive DISC report that will help them understand theirs and others behavioral style, and help them identify ways that they can apply their style strengths or modify their style weaknesses in order to meet the needs of a particular work situation. Shawn will send out an invitation email to the Leadership Team to access the online assessment tool. We will discuss the results at an upcoming Leadership Team Meeting.

- **Good of the Order/Rumor Control**
    - Chelsy commented that a Black Out Night will be held on October 24th at the volleyball game. A car bash will also be held that day. There will be a Winter Formal Dance this winter. The ASG Officers will be promoting some Cancer Awareness Events/Fundraisers in February through April. Barbara Baker complimented the ASG Officers on having a successful Pink Out Night on October 2nd. This event had a great student turnout.
    - Stanton had Derek run a report that showed the number of students in the past 5 years who had less than a 1.5 GPA their first semester who actually finished their degree. Only 5 students out of 1,300 finished their degree after having less than a 1.5 GPA their first semester.
    - Tammy thanked everyone who attended the Health Fair on Wednesday morning. She noted that there was a good turnout this year.
    - Jay thanked everyone who helped with the State Board visit and tour today. Two State Board Members, John Trefny and Rich Martinez were on campus today along with Dr. Nancy McCallin and Ronda Bentz (CCCS Director of Public Information). The State Board toured E.S. French and then proceeded out to the NE 18 for a putting contest. Then the guests were treated to lunch at the Plainsman Grill.

- **Next Leadership Team Meeting** – *Thursday, October 11th – 3:00 p.m.*