LEADERSHIP TEAM MEETING
Tuesday, October 22, 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** – *Steve/Jay*
  - Our enrollment numbers keeps improving. NJC is currently down -2.35% FTE compared to the same last year and is down -0.66% on head count from the same time as last year.
  - Steve noted that housing is still 100% full. He also said that we have picked up several new students at B-Term.

- **Continued Discussion on Orientation**
  - David McNabb and Cindy Carey attended the Learning Services meeting last Wednesday. Learning Services was favorable of the proposed Fall 2013 Orientation schedule. There was some concern that if fall classes started on a Wednesday rather than a Tuesday, a Tuesday lab day would be lost as well as the loss of an A-Term class.
  - At a Faculty Association Meeting last Thursday, the Faculty Association came up with the idea of starting classes on the Monday in the fall which would mean orientation sessions would be held in the evenings on that Monday and Tuesday. This would allow us a mid-semester break in the fall as the Advising Day in November. One concern about this would be that students might miss evening classes those first two nights due to orientation sessions. Also, this would mean that the Community Service projects would have to be held the weekend after school begins. Jay asked that Steve Smith, David McNabb and Cindy Carey attend the next Faculty Association Meeting to discuss this proposal. Connie reported that the next Faculty Association Meeting will be held November 15th at the Plainsman Grill. Jay also asked Sianna to visit with CAB and Senate to get students' input on these ideas.

- **Continued Discussion on Weather Alert System**
  - The Leadership Team approved purchasing the Weather Alert System software that was discussed at last week's Leadership Team Meeting. Marci commented that this will help NJC by minimizing legal risks by allowing NJC to be proactive instead of reactive in weather situations. The Leadership Team approved purchasing the more expensive Platinum package because of the smartphone applications that come with this package. The first year cost will be $1,747. Each year after that the cost will be about $1,500. It was decided that because a lot of different areas on campus could utilize this software that the cost of it could be split out between various budgets. The Leadership Team felt that areas such as Athletics, the Rodeo Program, the Equine Program, Residence Life, the NE 18, and classes on campus such as Geology and the college itself could benefit from this software. Tyler reported that next year this could be an expense line item in the Rick Management budget.

- **Continued Budget Reserve Discussion** – *Jay*
  - 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. The Leadership Team last week compiled a list of these immediate needs for the college. The Leadership Team made the following approvals, deletions and additions to the list.

o Add to Reserves	$114,000 **– APPROVED – MOVE AHEAD**
o Carpet – Admissions	$ 7,000 **– APPROVED – MOVE AHEAD**
o Carpet – HR	$ 4,000
o 34 Passenger Bus	$184,000
~~o 34 Passenger Bus (another)~~	~~$184,000 – DELETED~~
o **New Engine for Bus #19**	**$ 55,000**
o Clock Tower Repair	$ 8,500 **– APPROVED – MOVE AHEAD**
o Chemical Assessment	$ 10,000 (estimate)
~~o Nursing Program Additions~~	~~$ 3,900~~ will have money left over in their budget from salaries
o Welding Program Operating Budget	$ 5,000 **– APPROVED – MOVE AHEAD**
o Welding Program Facilities	$ 10,000 **– APPROVED – MOVE AHEAD**
~~o Education Advisory Board Membership~~	~~$ 22,500 – DELETED~~
o **Ben Blecha Video Production**	**$ 10,875**
o Misc. Carpet and Painting	unknown

Other needs that will come from other funding sources talked about were:

Carpet – BCEC – Auxiliary Expenditure
Parking Lot Lighting – Herbie - $7,500 – Bond Fee Expenditure
Cafeteria Remodel - $75,000 set aside through contract with Sodexo
ADA Accessibility – Controlled Maintenance Expenditure
BCEC Floor Tile Replacement – NJC Foundation Funding
Blue Spruce Access – Bond Fee – Safety Concern – Add lighting, alter landscaping?

- Connie Henderson commented that at last Thursday's Faculty Association Meeting, the faculty came up with more items for the list:
  - o New carpet in the Math Tutoring Lab
  - o Knowles Hall windows on north side leak water
  - o Chemistry Lab needs updated
  - o New chairs for Ballroom
  - o Hire more custodial/maintenance staff

- Jay addressed these new ideas. He will ask Tracey Knox to get a quote on the cost of putting new carpet in the Math Tutoring Lab. The Physical Plant is aware of the leaking windows in Knowles Hall. There is also a stairwell in Knowles Hall that is leaking. Jay noted that these repairs will come out of controlled maintenance dollars. The Leadership Team discussed the Chemistry Lab. Jay agrees that the lab needs updated but the price on this would be way over the funds that NJC has available. The idea of purchasing new chairs for the Ballroom was discussed. Since a lot of space will be utilized during the ES French renovation it was decided to wait on purchasing new chairs until that renovation is over. Jay also commented that he knows the college needs to add more custodial/maintenance staff but he doesn't want to put personnel costs on these one-time funds because adding new staff will be a yearly cost not just a one-time cost.

- **Continued Discussion on Concession Stand Duty** – *Jay*
    - The Leadership Team agreed to work the concession stands for the men's basketball game on November 26th. They will also cleanup the gym after the game that evening.

- **iPad College?** – *Jay*
    - The Leadership Team continued the discussion on whether or not NJC should become a tablet college. Jay asked the group if they are hearing any feedback from the rest of the campus. Connie voiced her concern that some of her equipment in the biology lab, such as the EKG and EEG machines will not work with iPads, they will only work with a Windows Based tablet. If NJC chooses to become a tablet college we will need to make a choice of which tablet to go with. Steve asked what the next steps were to move forward with this plan. Jay replied that the next step is for him to have a discussion with Dr. Nancy McCallin about NJC's plans as well as making a pitch about it to the State Board. Jay asked Barbara to work with Ronda Monheiser and Cyndi Vandenbark to send out a Survey to students to get their input on the idea. Having this information will help Jay when he speaks to Dr. McCallin and the State Board. There will be a link also out on Facebook for students to take this survey. Jay asked Sianna to talk to CAB and Senate about this plan as well.

- **Innovation Funding From CCCS** – *Jay*
    - CCCS colleges will once again receive Innovation Funding from CCCS this year. Last year NJC received $100,000 innovating funding that we used to run the Summer Bridge Program. This year each college will receive $200,000.

- **HRLT Funding of Professional Development** – *Renee*
    - Renee explained that the dollar limit for HRLT funds is set at $600 per request. Renee asked if it would appropriate to raise this dollar limit. Most travel expenses for a staff member attending a conference or training exceed the $600. Stanton proposed that the dollar limit be raised to $750. There was no opposition from the group about this amount.

- **Friday Computer Updates** – *Stanton*
    - Stanton asked the group if the Friday morning computer updates bog down anyone else's computer. Most people commented that it does not bog down their computers. No one thought this was an issue to pursue further.

- **Ben Blecha Video Production Agreement** – *Jay*
    - Barbara, Marci and Jay will be meeting to review the agreement that Ben Blecha has put together for making video productions for NJC.

- **Higher Learning Commission (Accreditation) Annual Convention** – *Jay*
    - The annual Higher Learning Commission Annual Convention will be held again in April. Jay will be attending once again. Jay and Stanton feel that it would be beneficial for other staff members to attend to become exposed to the Open Pathway that NJC has chosen. This new method will have new processes as well as a new visit process. NJC is five years out from its next accreditation visit. Staff members mentioned that could benefit from attending this convention were Stanton, Misti Pierce, Derek Herbert as well as some faculty members. Stanton commented that the Open Pathway does a better job of tying the strategic planning to accreditation.

- **Good of the Order/Rumor Control**
    - Jay reported that NJC is in the process of reviewing two proposals that we received to manage/lease the Plainsman Grill. Jay will be forming a committee that will consist of NJC staff as well as some community members to review these proposals. Unfortunately, the college did not receive a proposal to manage or lease the golf course. Discussions will be taking place about how to manage the golf course differently, such as closing it down during some winter months.
    - Connie asked Marci if the coaches could put the away athletic events in an Outlook Calendar appointment so that it would be on faculty member's calendars including the list of players. Marci said that this would be possible to do. She will visit with the coaches.
    - Sianna reported that ASG will be busy next week with events. The community of Sterling is invited to NJC's annual festive Halloween event on Wednesday, October 30th from 6:00 – 8:30 pm. This year the event is taking place in the Ballroom. Children will have the opportunity to trick or treat and participate in fun games/activities throughout the NJC Hays Student Center. On Thursday, October 31st, after the volleyball game, a Halloween Costume Dance will be held in Blue Spruce from 9:00 – 11:00 pm. That night is also $2 movie night.
    - Gail informed the group that Chris Dinsdale has resigned as being the NJC Foundation Board President. The new President will be Wayne Johnson. The NJC Foundation audit came back with good results. The Foundation Board is planning a Gala like event for next year.
    - Marci reported that the Cajun Boil held on Saturday, October 19th was a success. She doesn't have definite numbers yet. She also reported that High School District Volleyball Tournaments will be held on campus today, tomorrow and Saturday. This Sunday the women's alumni game will be held. There will not be a men's alumni game held this year.
    - Steve said the college has received a request for a wedding that will be held on campus in June to be allowed to have alcohol present. NJC's current alcohol policy states that no outside entities utilizing NJC's premises will be allowed to have alcohol. Steve asked the group if this policy needs to be revisited.

- **Next Leadership Team Meeting** – *Tuesday, October 29th – 10:00 a.m.*