LEADERSHIP TEAM MEETING
Tuesday, October 29, 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** – *Jay*
  - Our enrollment numbers keep improving. As of October 28, 2013, Head Count is down 4 or -.22% compared to the same time last year. FTE is down 7.6 or -1.21% from the same time last year.

- **Continued Budget Reserve Discussion** – *Jay*
  - The Leadership Team continued the discussion on what the immediate needs are for the campus and how to allocate reserve money carried over from last fiscal year.

    Copy of FY2012-2013 End of Year Balance.xl
  - Items approved to move forward on were:
    - Purchasing a New 34 Passenger Bus $184,000
    - New Engine for Bus #19 $ 55,000
    - Chemical Assessment $ 10,000
  - Jay and Barbara will meet to discuss Ben Blecha's Video Production Agreement.
  - Jay will ask Tracey Knox to get an estimate on the cost of updating the Chemistry Lab as well as new carpet for Phillips-Whyman 15 and 17.
  - The request to purchase new chairs for the Hay Student Center Ballroom will be held off until after the ES French remodel.
  - Mike Anderson and the Beede-Hamil faculty are requesting some reconfiguration in Beede-Hamil 10.There is a meeting today at 1:00 pm to discuss these requested changes.

- **Tablet College Discussion –** *Jay*
  - The next step in moving forward with becoming a tablet college is to have a group from NJC go and visit another campus that has made this transition. Jay mentioned two colleges, one in Goodland, Kansas and one in Dodge City, Kansas. He noted that the college in Dodge City, Kansas was more comparable to NJC than the one in Goodland, Kansas. Jay cannot find other colleges that are using any other tablet other than iPads. Some colleges have tried to have students bring their own devices, regardless of what they were, but those arrangements have not worked well.
  - Sianna visited with CAB and Senate about their thoughts on NJC becoming a tablet college. They had mixed feelings, mostly because they had a lot of questions that needed answers. In CAB, nine were in favor of it and seven were not in favor of it. In Senate, five were in favor and one was not in favor. In CAB, two people voted for Apple and the others voted for other devices. In Senate, three voted for Apple and two voted for other devices.

- **Innovation Funding From CCCS** – *Jay*
    - Last year NJC received $100,000 of innovation funding that was used towards the Summer Bridge Program. This year NJC will receive $200,000 in innovation funding from CCCS. The college has to send a response to the System Office of what NJC plans to use this money for. President Lee has chosen to use this money to help move forward with the tablet college implementation.
    - Connie asked if the Summer Bridge Program will be run again this summer. Jay commented that it will not be run again this summer, in large part due to the changes made in how we deliver developmental education.

- **2014-2015 and Future Academic Calendars** – *Jay*
    - An Academic Calendar Work Group will be created to deal with academic calendar modifications. This work group will consist of Steve, other Student Services staff, a faculty member from each area, a representative from athletics, and a student representative. Connie has a list of faculty who have volunteered to serve with this group; she will send the list to Steve. The group will begin meeting as early as next week. This group will also deal with registration dates as well as orientation schedules.
    - At the last CAB and Senate meeting, Sianna heard from students that they felt that a fall break was very important. Some sophomore students also indicated that they didn't like the week long Thanksgiving Break because it was too hard for them to get back into the swing of school with only two weeks left after they return.

- **Dowis Hall** – *Jay*
    - Jay was approached by Bernice Mills who helped the City of Sterling with the historic preservation of downtown Sterling. She told Jay that since Dowis Hall was designed by Eugene Sternberg, who is now a renowned architect, that NJC could qualify for funds to help update and modernize Dowis Hall. The overall appearance of the building cannot be changed, but funds could be available to help update and fix it. Last week, Nan Anderson, an architect from Anderson Hallas Architects was on campus to look at Dowis Hall. She did confirm that funds could be available because of the original architect for Dowis Hall. The first step in the process is to apply for grant funding that would be used to do a historic preservation assessment.

- **Serving Veterans** – *Jay*
    - Jay has received several correspondence recently concerning community colleges serving veterans. Jay would like NJC to be a military friendly campus and to be a Servicemembers Opportunity College (SOC). Jay, Steve and other Student Services staff will have a meeting to discuss exactly how NJC is serving veterans.

- **Good of the Order/Rumor Control**
    - Gail informed the group that the NJC Foundation Board Christmas Party will be held Tuesday, December 3rd from 6:00 – 8:00 p.m. at the Plainsman Grill.
    - Marci noted that soccer is finished. They lost in the Region Tournaments last weekend to Trinidad with 1-0 loss. Their goalie got hurt and suffered a concussion during a practice. The last home volleyball game will be held this Thursday, October 31st at 7:00 p.m. On Friday, a regional volleyball tournament will take place in the Event Center. Basketball starts the season on the road for both men and women's teams this weekend.

- Renee commented that the Lead Developmental Math Instructor position is posted on the NJC website. The Student Services Administrative Assistant II position opens tomorrow, October 30th. That position announcement is on the website as well.
- Sianna reported that Sugar Rush Street (themed after the Wreck It Ralph Movie) will be held on Wednesday, October 30th from 6:00 – 8:30 pm in the Hays Student Center Ballroom. Children will have the opportunity to trick or treat and participate in fun games and activities in that event. On Thursday, October 31st, Peer Helpers will be holding Mocktails at 5:00 in the Cafeteria and from 5:00-6:30 pm, Crossroads, the Math & Science Club & the Aggies Club will be out trick or treating for canned food items. After the volleyball game Thursday night, a Halloween Costume Dance will be held in Blue Spruce from 9:00 – 11:00 pm. That night is also $2 movie night.
- Jay reported that he has received several thank you letters. One letter was from Major Tyson Kerr with the Sterling Police Department. He thanked NJC for use of their facilities for the funeral of Chief Roy Breivik. He also thanked the help of Wendy Zimmerman to facilitate the rooms, Dale Brekel for helping with the setup and Elijah Adlesperger for audio/visual services. Jay also received a thank you note from State Board Member, Russ Meyer who thanked NJC for the tour and lunch held on October 8th.

- **Next Leadership Team Meeting** – *Tuesday, November 5th – 10:00 a.m.*