LEADERSHIP TEAM MEETING
Tuesday, November 5, 2013
10:00 a.m.

MINUTES

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

Members Absent: Gail LaForce and Steve Smith.

- **Enrollment** – *Jay*
  - As of November 4, 2013, Head Count was up 4 or +.21% compared to the same time last year. FTE was down 7.7 or -1.23% from the same time last year.

- **Advisory Council Meeting Agenda** (Meeting Scheduled for Nov. 21) – Jay/Shawn
  - The next NJC Advisory Council Meeting is scheduled for Thursday, November 21st at 1:30 p.m. in the Hays Student Center Room #230.
  - Agenda items will include:
    - Student Success Stories
    - RFP Process for the Plainsman Grill - Jay
    - E.S. French Transition – Celeste Delgado-Pelton
    - Foundation Audit – Gail LaForce
    - Developmental Ed Update – Misti Pierce/Maret Felzien
    - President's Report – Jay
      - Tablet College Conversation
      - B.A.S. Legislation

- **Holiday Reception Planning** – *Shawn*
  - The NJC Staff Holiday Reception will be held on Monday, December 9th at the Plainsman Grill from 4:00pm – 6:00 pm. Last year's holiday reception at the Plainsman Grill was very well received by faculty and staff. The Leadership Team discussed whether or not to have door prizes available again this year to raffle away to faculty and staff. It was decided that Jay, Shawn and Barbara would try and collect items that could be used for door prizes.

- **ES French Renovation and Relocation of Classes and Offices** – *Stanton*
  - Stanton gave full credit to Celeste Delgado-Pelton with the help of Scott Thompson for finding places for faculty offices and classes during the ES French Renovation. There is a meeting scheduled for today at 4:00 with impacted areas and individuals to share the initial plans as to which rooms will be used for offices and classrooms next year when ES French is under renovation.
  - Stanton reported that during Christmas Break, the computer lab in ESF 209 will be moved to Beede-Hamil. This will cause some class shifting in the spring semester. Some faculty will move their offices during spring break. E.S. French's faculty recently had a cleanup day in E.S. French.

- **Tablet College Initiative–** *Jay*
  - Jay has not made contact yet with the Presidents from the two colleges that were discussed at last week's Leadership Team Meeting. Jay has been researching other tablets other than iPads.

- **J-Term Housing and Meal Plans** – *Jay*
  - David McNabb provided the Leadership Team with the following proposal for J-Term.
    - $5 a day/night for room rental
    - $5 a meal (lunch/dinner) or $10 a day
    - J-term Room& Board would be a flat $15 per day. Meals would not be optional.
    - Students taking classes for J-Term would be allowed to move in on Sunday, January 5th, but meals would not start until Monday, January 6th.
  - The Leadership Team approved the proposal.

- **December 19th – D2L Upgrade** – *Stanton*
  - A D2L upgrade will happen on Thursday, December 19th. This is the day that final grades are due for the fall semester. Stanton reported that the upgrade was going to happen starting at 4:00 am this day, but after talking to the System Office and telling them NJC's situation, they postponed the start time for the upgrade to noon. Final grades will be due by noon on this day.

- **Good of the Order/Rumor Control**
  - Jay informed the group that he received a report listing of all the system college's Financial Aid Default Rates. He was pleased to report that NJC's default rates are below the required cutoff. NJC's two-year default rate was below the 25%. NJC's three-year default rate is at 21.5% which is well below the 30% cutoff. Jay said NJC must continue to educate our students about student loans. The key is to do loan counseling, have good advising and to get the students to graduate.
  - Sianna reported that the Halloween activities at NJC last week went well. There was a big turnout at the Sugar Rush Street on October 30th for the small trick-or-treaters. Barbara stated that over 400 canned goods were donated by attending families for this event.
  - Connie commented that faculty are busy advising this week.
  - Marci advised the group that there will be a women's basketball tournament this weekend at NJC. She noted that she seen a flyer from Auto Tech about them hosting a tailgate party on November 19th before the men's basketball game. On November 23rd, the Beef Boosters will be cooking hamburgers before the men's basketball game.
  - Stanton reported that Supervisor Training for the new Faculty Evaluation Process was held last Friday. The department chairs attended either in person or by WebEx.
  - Jay reminded everyone that if they will be missing a Leadership Team Meeting, to please have their backup person attend the meeting for them.

- **Next Leadership Team Meeting** – *Tuesday, November 26th – 10:00 a.m.*
  - We will not meet November 12th or 19th.