#### LEADERSHIP TEAM MEETING

# Tuesday, December 17, 2013 10:00 a.m. President's Office

# **MINUTES**

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

Members Absent: Marci Henry

- Enrollment Jay
  - o Fall 2013
    - Head Count as of 12/16/2013 was 1930. Same time last year it was 1940. Down -0.52%.
    - FTE as of 12/16/2013 was 619.8. Same time last year it was 630. Down -1.62%.
  - o Spring 2014
    - Head Count as of 12/16/2013 was 923. Same time last year it was 980. Down -5.82%.
    - FTE as of 12/16/2013 was 439.7. Same time last year it was 452.9. Down -2.91%.

#### • Leadership Team Meeting Days/Times in Spring Semester – Shawn

 During the spring semester, the Leadership Team Meetings will be held Tuesday mornings at 9:00 am. The first Leadership Team Meeting of the spring semester will be held Tuesday, January 14<sup>th</sup> at 9:00 a.m.

#### • **2014-2015 (Fall-Spring) Calendar** – *Steve*

- The Leadership Team discussed the In-Service Dates for 2014 and 2015 as well as the Spring 2015 Registration/Advising Day.
- Connie made the following motion and Barbara seconded the motion to identify the following days as:
  - August 19, 2014 Morning Office Time, Afternoon In-Service
  - August 20, 2014 Faculty In-Service
  - October 21, 2014 All Staff In-Service
  - February 16, 2015 All Staff In-Service (will not have January In-Service Day)
  - April 17, 2015 Morning Advising, Afternoon Faculty In-Service

<ul> <li>April 17, 2015 – Morning Advising, Afternoon Faculty in-Ser</li> </ul>			
0	Teaching Days	= 146	
	Final Days	=	7 (December 17-19; May 12-15)
	Registration/Advising Days	=	2 (August 26, January 19)
	Advising (fall)	=	1 (November 5)
	Orientation/Comm. Service	=	1 (August 25)
	Dept. Day	<u>=</u>	<u>1 (</u> TBD)
		158	
	+ August 19, 2014	=	1
	+ August 20, 2014	=	1

+ October 21, 2014 = 1 + February 16, 2015 = 1 + April 17, 2015 = 1

163 faculty days

### Costs to Attend NJC and a Comparison With Other Colleges – Stanton





Copy of College Cost Copy of College Costs comparison 2year.xls 2013.xls

#### • iPad College Trips – Jay

- O Jay has arranged for interested faculty and staff to visit Northwest Technical College in Goodland, Kansas on Tuesday, January 7<sup>th</sup>. Twenty-two faculty and staff have expressed interest in going on the trip. There are a few areas on campus that are not represented so Jay is trying to find faculty members from those areas that would be willing to go. Since the trip is three hours one way, the group will be leaving at 6:00 am. Stanton and Tyler have agreed to drive the vans.
- o Jay has not found a time yet when NJC can visit an iPad College in Dodge City, Kansas. They start school right during the time we would like to visit so that doesn't work out for them. The visit may have to take place on a Friday during the beginning of spring semester.

#### • Capital Repair & Renovation Priority List – Lebsack Classroom – Jay

The Physical Plant has received a request for the carpet to be replaced with tiles in one of the classrooms in the Lebsack Schmidt Hall. Tracey Knox will send out an email after Christmas Break asking the campus for other repairs that need to be done such as painting, new carpet, window repairs, window covering repairs or replacement, ceiling tile replacements, etc.
Barbara noted that HSC# 230 has slates missing in the blinds that really need to be repaired especially since this room will serve as a classroom next school year.

#### December 2013 CCCS Presidents' Council/SBCCOE Debrief – Jay

- Presidents' Council Meeting
  - Items discussed were:
    - Chemical Assessment NJC is one of four colleges that does not have a chemical assessment plan. NJC must report to Dr. McCallin before the Christmas Break what NJC plans to do to meet this requirement.
    - JBC Briefing Mark Superka from the System Office discussed the Governor's Budget for next fiscal year.
    - Financial Aid The Governor's Budget is going to increase funding for financial aid.
    - Colleges are not to increase tuition more than 6% for next school year.
    - The Capital Construction list was shared with the Presidents.
    - The Presidents continued their discussion concerning adjunct faculty.
    - IT Issues The Recruiter Program and Electronic Transcript Program were discussed.
    - Spring Enrollment Dr. McCallin is concerned with declining spring enrollment numbers.

#### SBCCOE Meeting

• The Financial Audits that were performed on the colleges were discussed. NJC had a finding because of a Title IX return calculation not being done in a timely manner.

## Spring In-Service – Renee/Jay

o The Spring In-Service will be held on Monday, January 20<sup>th</sup>. The HR Office will send out an email today or tomorrow informing faculty and staff of this date. After the Christmas Break more information about In-Service will be sent out electronically to all faculty and staff.

# Personnel Update/Organizational Charts – Jay

- The Leadership Team reviewed all open positions and the status of those searches.
- Shawn shared with the Leadership Team Organization Charts that she has been working on for all the areas on campus. Team members were asked to look over their areas and let Shawn know of any corrections.

# • Solar Panels on Campus? – Jay

O A company called Ecoplexus is putting up a Solar Garden across the railroad tracks from NJC. They would also like to put solar panels on NJC's campus. If NJC chooses to do so, there would be some costs associated with it, but there would also be some energy savings from it. The solar panels could be put on top of buildings, could be put up as car ports in the parking lots or could be put on vacant land that NJC owns. Jay will send out a Jaytalking email to the campus to get feedback.

# • "What Assessment Means" – Jay

The Assessment Committee asked the Administration what they thought assessment means.
 At the Presidents' Cabinet meeting on Monday they discussed this. Jay will type up everyone's comments and send them to the Assessment Committee.

## • Good of the Order/Rumor Control

- O Jay reminded the Leadership Team that the Memorial Service for Frank Walsh will be held Monday, December 23<sup>rd</sup> at 2:00 p.m. at the First Presbyterian Church located at 130 South 4<sup>th</sup> Street. Jay spoke to Dave Tennant and he told Jay that he would reserve a pew or two for NJC faculty and staff. If you will be attending this memorial service for Frank Walsh please let Shawn or Jay know as soon as possible. Barbara commented that the college will be purchasing a wreath for the memorial service. It will have the NJC logo on it and it will say it is from NJC Faculty, Staff and Students. Sodexo has also graciously offered food services to the Walsh family during this difficult time.
- o The Foundation fundraising event will be held during the week of Spring Break. They are looking at March 22<sup>nd</sup>. The event will be held in the Ballroom.
- Next Leadership Team Meeting Tuesday, January 14<sup>th</sup> 9:00 a.m.?