LEADERSHIP TEAM MEETING

Tuesday, May 28th, 2013 1:30 p.m. President's Office

MINUTES

Members Present: Stanton Gartin, Connie Henderson, Tammy Kallsen, Tyler Kelsch, Jay Lee, Andy Long, Shawn Rose and Steve Smith.

Members Absent: Barbara Baker, Marci Henry and Gail LaForce.

• Graduation Debrief – Jay

Some suggestions for next year's graduation ceremony were to keep the alumni presentation
to a shorter length of time and to have Celeste Delgado-Pelton up on stage before graduation
begins. Steve noted that the picture presentations were not very visible to the crowd. Calvin
and Sodexo are going to have various stations at the reception geared toward particular clubs
and student groups.

• Default Rates – Andy

- The Department of Education recently published college's default rates. These rates measure the percentage of borrowers who default in the first three years of repayment. Colleges with high default rates at 30% or higher may be penalized with Title IV sanctions.
- Andy noted that NJC is trying to reduce this default rate by conducting entrance and exit loan counseling with students who take out student loans.

3 year default students basic		2 year default students basic		AY 200910 to 201030 Deg Seek	
information		information		Stud for Comparison	
Total	82	Total	85	Total	2569
Average Age	22	Average Age	25	Average Age	25
% over 23	25.61%	% over 23	41.18%	% over 23	33.94%
Percent living in each area		Percent living in each area		Percent living in each area	
Castle Rock Area	0.00%	Castle Rock Area	0.00%	Castle Rock Area	0.66%
Colo Springs	1.22%	Colo Springs	0.00%	Colo Springs	1.28%
Denver Metro	29.27%	Denver Metro	31.76%	Denver Metro	12.11%
East Colo	9.76%	East Colo	0.00%	East Colo	9.54%
Mount East side	4.88%	Mount East side	1.18%	Mount East side	1.32%
Mount West side	1.22%	Mount West side	1.18%	Mount West side	2.88%
No Address	7.32%	No Address	3.53%	No Address	1.99%
North Front Range	3.66%	North Front Range	2.35%	North Front Range	7.28%
Out of State	3.66%	Out of State	7.06%	Out of State	4.13%
Pueblo	1.22%	Pueblo	0.00%	Pueblo	0.27%
Service Area	37.80%	Service Area	52.94%	Service Area	58.54%
Percent of each gender		Percent of each gender		Percent of each gender	
Male	56.10%	Male	57.65%	Male	42.86%
Female	43.90%	Female	42.35%	Female	57.14%
Percent by ethnicity		Percent by ethnicity		Percent by ethnicity	

2 or More Races	2.44%	2 or More Races	2.35%	2 or More Races	1.05%
American Indian	1.22%	American Indian	2.35%	American Indian	0.58%
Asian	0.00%	Asian	0.00%	Asian	0.54%
Black	24.39%	Black	17.65%	Black	5.41%
Hawaiian or Pacific I	0.00%	Hawaiian or Pacific I	0.00%	Hawaiian or Pacific I	0.16%
Hispanic	15.85%	Hispanic	11.76%	Hispanic	9.42%
Unknown	3.66%	Unknown	10.59%	Unknown	6.81%
White	52.44%	White	55.29%	White	76.02%
Amount Graduated	12	Amount Graduated	11	Amount Graduated	1051
AA	5	AA	2	AA	345
AGS	1	AGS	1	AGS	154
AS	1	AS	2	AS	105
AAS	1	AAS	4	AAS	212
CER	4	CER	2	CER	235
Percent did not grad	85.37%	Percent did not grad	87.06%	Percent did not grad	59.09%

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• Summer Registration – Faculty Assignments – Stanton

• Faculty who assist with summer registration day advising are normally compensated at ¾ of their daily rate of pay. Stanton proposed to the Leadership Team that starting with the July registration days, NJC change to a flat rate of \$200 for ease of processing through FLAC and payroll. Stanton came up with \$200 amount by averaging ¾ of each faculty daily rate. This would not necessarily be a cost savings for the college but would just make the FLAC processing easier for administrative assistants and department chairs. Connie Henderson noted that the Faculty Association is meeting this Friday at the Plainsman Grill. She will run this proposed change by the Faculty Association to get their input and she will relay their input back to the Leadership Team.

• Parking Stickers – Jay

• Jay has been asking for input on how vital parking stickers are for students as well as for faculty and staff. Steve Smith commented that parking stickers are very vital for students because it gives NJC a way to find out which car belongs to what student, such as one left in a parking lot, etc. The Leadership Team decided to continue yearly parking stickers for students. It was also decided that faculty and staff parking stickers will be given out again this year, but they will be permanent stickers and will not include a year/date on the sticker. The only time faculty or staff would have to get a new sticker is if they got a new car. The Leadership Team also discussed the idea of having something to hang on the rear view mirror for faculty and staff instead of a sticker for the back window.

• Exempt Employees Teaching – Tammy/Stanton

Currently exempt staff that teach during the work day and receive pay have to take annual leave. This is to avoid "double dipping". Stanton said in the years past a form has been completed by the employee to record this. It was decided that if an exempt employee teaches a class that meets constantly at the same time and same day that sending an email to Stanton and the HR Office would be efficient. If however, the class times are at different times on different days, they will need to complete the form.

• Faculty Overloads – Stanton/Jay

In the past faculty overloads have been paid in the spring semester. To ease processing in
FLAC, Stanton and Tammy would like to start paying fall overload in fall and spring overland in
spring. The one risk with this is that some faculty could have an under load one semester.
Typically when this happens an arrangement is made with the faculty member to pick up more
advising, or teach a summer class or an Extended Studies class. Stanton said the college will
continue to do this. Connie Henderson will discuss this topic at the Faculty Association meeting
on Friday as well.

Marijuana Legislation – Steve

- Steve Smith, Cindy Carey and David McNabb recently attended a CADE Presentation on May 20th concerning the marijuana legislation with Amendment 20 and 64.
- Steve noted that NJC's internal policies and procedures will remain the same, but the wording will be updated to specifically address Amendment 20 and 64.



• Steve handed out the following information provided to him by David McNabb.

Year	Alcohol	Marijuana	Student Contact for issues/behavior
Fall 2012	17	3	127
Spring 2013	31	0	98
Fall 2011	33	0	96
Spring 2012	21	3	86
Fall 2010	15	2	112
Spring 2011	16	3	109
Fall 2009	13	2	176
Spring 2010	15	2	121

Medical Transports 2012-13 due to Substance Abuse 2

• Business Cards – Jay

 Jay brought up the idea again of having NJC's mission statement or various NJC office numbers printed on the back of all business cards. It was decided that important NJC office phone numbers would be printed on the back of business cards along with the saying "NJC – Where Students Come First".

Good of the Order/Rumor Control

- Steve Smith reported that a current student, Rachael Finley, from Larkspur, CO, passed away on Friday, May 24, 2013 from injuries sustained in an automobile accident in Kansas.
- Stanton reported that the Colorado FFA Convention will be held on NJC's campus next week. Around 1,400 members, guests and parents will be attendance.
- Stanton noted that four M-Term classes are currently running. Summer classes including the Summer Bridge Program begin next Monday.

- Tyler commented that fiscal year closing is approaching. P-Cards will be closed down soon for the fiscal year. Annie Shalla will be sending out an email soon with the purchasing deadline details.
- Tyler noted that the tent will be going up tomorrow at the Plainsman Grill for Saturday's Gala.
 This Friday evening at the Plainsman Grill will be the first Friday Music on the Green in coordination with the Sterling Arts Council. Colby Reardon has resigned. John Moore will fill in as the temporary manager.
- Andy reported that we had 63 students show up for the registration day at May 22nd. 51 students so far have signed up for the registration day on May 31st.
- Next Leadership Team Meeting Tuesday, June 18th 1:30 p.m.