

LEADERSHIP TEAM MEETING

Tuesday, June 18, 2013

1:30 p.m.

President's Office

MINUTES

Members Present: Barbara Baker, Stanton Gartin, Connie Henderson, Marci Henry, Tammy Kallsen, Tyler Kelsch, Gail LaForce, Jay Lee, Andy Long, Shawn Rose and Steve Smith.

- **“Great Colleges to Work For” – Jay**
 - This spring NJC participated in The Chronicle of Higher Education's 2013 Great Colleges to Work For survey. Recently Jay was notified that Northeastern Junior College is not being recognized in this year's program. This news does not suggest that NJC has not created a great workplace. Rather, it means that compared with survey responses in the 12 recognition categories from other colleges, employee ratings were higher at other institutions.
- **CCCS State Board Debrief – Jay**
 - Jay attended the State Board Meeting that was held on June 12th. The State Board was given a Legislative Update as well as Budget presentations by each CCCS President. Jay presented NJC's budget for next year to the State Board. He did not receive any questions from the board, but did receive a compliment from a board member commending NJC on being honest about their enrollment projections and how NJC plans to bounce back from enrollment deficits. NJC is building next year's budget on an anticipated 9% decrease in enrollment and projecting that NJC will be in the red by \$86,000. Several schools reported that they would be in the red again next year.



NJC Budget
Template.pdf

- **CCCOOnline Collaboration – Jay**
 - CCCOnline and the rural CCCS Presidents met on June 11th in Denver to discuss what CCCOnline could do to help collaboration with rural schools. A survey was sent out to all the rural schools to certain individuals asking them to complete a survey concerning technology at their college. These conversations will continue.
- **Work Study Process Proposal – Andy/Tammy**
 - In an effort to improve the process of employing work study students for the academic year 2013-14, Financial Aid (Andy and Andi) met with Human Resources (Kathy and Tammy) on Wednesday, June 12, 2013 to discuss some of the issues HR and Financial Aid experiences.

Some of the difficulties discussed were:

- Getting students to understand the process themselves such as:
 - Where to go to inquire about open work study positions
 - Who to contact about possible employment
 - What needs to be completed through Financial Aid

- What needs to be completed with Human Resources
- Eliminating the use of paper timesheets and getting student employees to submit timesheets electronically.
 - The group felt this was a duty of the supervisor -- making sure their student employees are aware of:
 - 1) where the electronic timesheet can be found
 - 2) how to input and submit their timesheets
 - 3) when timesheets are due
- Getting supervisors and students to understand that student employees cannot begin work until all processes are complete.
 - FA contract
 - HR paperwork completed including all documentation
 - Background check completed
- Getting supervisors to take the responsibility for electronically approving timesheets.

SOLUTIONS DISCUSSED

For the academic year 2013-2014, students will sign a contract in the Financial Aid Office and they will be given an employment packet at the same time. An explanation will be attached outlining the steps/process necessary in completing their paperwork. We hope students will understand the complete process involved in becoming employed at NJC.

Supervisors will be accountable for failure to comply with reporting requirements.

- If an employee begins work without paperwork, that department will lose that work study position. Supervisors **MUST** inform students they hire of the complete process.
 - Supervisors will have access to a spreadsheet on the J:drive where they can check the status of the students they have hired (example attached). The student may start working only after they have been okayed (last column).
- If three pay periods go by and employees are still submitting paper timesheets, that department will lose that work student position.
- If three pay periods (in a row or not in a row) go by without supervisor approval of the timesheets, they will lose that work student position.

This proposal was approved by the Leadership Team and will be presented to the campus at the fall in-service in August.

- **Installation Downtime for New Core Switches – Tyler**
 - The NJC IT department has requested to take down the entire NJC network at 6:00 pm on June 28, 2013 and continue the outage through the weekend June 30, 2013 or possibly earlier when all components for the core network have been upgraded, connected and service reconnected.
 - All services will be unavailable for duration of the outage. This includes all phones (will be able to leave messages if called from outside campus), 911 will not be available, e-mail access from campus, all banner services will be unavailable on campus, there will no login access to campus machines including all drive letter access. Absolutely no services will be available until the core and core equipment has been replaced and installation is complete.
 - Cherie checked with facilities use and there are currently only two events occurring on campus during the above stated time period. There is an extended studies Public Speaking class on

Saturday in PW 15 from 8 –noon and a wedding shower in Hays TAG from 1-5. These events will need to have cell phones in order to call 911 as the phones will not be available on campus. Marci Henry also noted that there is a volleyball camp going on the Event Center as well, but they have been notified of this interruption in services.

- **Andy's Departure and Transition – Jay**

- Andy Long has resigned from his position at NJC to take a Vice President position at McCook Community College. His last day at NJC will be June 28th.
- With Andy's resignation, Jay and the President's Cabinet have been discussing the transition and possible restructuring that could take place in Student Services and Extended Studies.

- **HOPE/Vision ACT – Andy**

- Attached is the updated sheet on the HOPE and Vision scholarship for Fall of 2014. The only addition from the previous version is the addition on criteria #1 with the addition of OR a cumulative score of 22 on the ACT.



HOPE and Vision for
2014.docx

- **Good of the Order/Rumor Control**

- Connie reported that the Faculty Association met on May 31st.
 - They discussed the topics of faculty pay for overload and advising days. The faculty had no complaints about getting paid for overload in the semester in which the overload was taught in. They did comment that sometimes a faculty member can have overload one semester but then the next semester have a deficit so in those cases the overload compensates for the deficit.
 - The Faculty Association also discussed the topic of faculty receiving equal pay for advising days. At the May 28th Leadership Team Meeting, 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 $\frac{3}{4}$ 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. The Faculty Association voted against this proposal as they believe it is unfair to faculty who have more experience and longevity at the college. They came up with three possible solutions. 1) Stay at the $\frac{3}{4}$ pay rate as is; 2) Go with the high end rate of \$250 for all faculty; or 3) Have a three-tiered rate based on experience.
- Steve commented that Cindy Carey received a CCCS Dream Maker Award at the Student Services Conference that was held in Pueblo on June 13th and 14th. One employee from each CCCS college received this award.
- Barbara told everyone that Martha Gareis is doing well after her knee surgery and is already doing rehab on it.
- Gail and Jay will be attending CCCS Foundation Training in Manitou Springs on June 20th and 21st.
- Jay was notified that the State Board will be visiting colleges again in October. They will be here at NJC on October 8th. If anyone has anything in particular they would like to show or have the State Board see while they are here that day please let Jay know.

- Marci told the Leadership Team that the State FFA Convention will be back at NJC on 2016. They will be having a debrief with the State FFA officials in the fall to go over how things went at this year's convention and what changes or improvements need to be made for the next one.
- Marci also reported that the National Junior College Athletic Association has released its list of annual award recipients for the 2012-2013 year.
 - A number of athletes from Northeastern Junior College made this list. Jenna Vandenburg, a six foot tall volleyball and basketball player, originally from Fleming, received the prestigious Pinnacle Award for Academic Excellence which is the highest recognition for a student-athlete. She graduated this May, with honors, having maintained a 4.0 grade point average over two years. Vandenburg played volleyball both years at Northeastern and then also played basketball her sophomore year.
 - Two students received the NJCAA Award for Exemplary Academic Achievement by maintaining a grade point average between 3.6 and 3.79 over two years. Caleb Carlson, a right handed pitcher from Loveland, Colorado earned a 3.69 grade point average and MacKenzie Krause, a two year volleyball player from Johnstown had a 3.6 grade point average.
 - Academic All Region Awards were also presented by NJCAA Region IX. These awards are based on one year's academic performance. Some sophomores won this award for the first time, while some freshmen received this recognition in their first year at the collegiate playing level. Following is a list of the students earning the Academic All Region Award, including their hometown and the sport they play: Jenna Vandenburg, Fleming, volleyball and basketball; Kati Kuntz, Otis, volleyball; Anna Kindvall, Merino, volleyball; Shay Hansen, Brush, baseball; Eric York, Thornton, soccer; Austin Gamblin, Herriman, UT, men's basketball; Jaci Digby, Simla, volleyball; Caleb Carlson, Loveland, basketball; Mackenzie Krause, Johnstown, volleyball; Alexander Dew-Merriex, Denver, men's basketball; Ryan Reno, Denver, baseball; Jordan Bishop, Colorado Springs, women's basketball; Tiffany Mines, Farson, WY, women's basketball; Derek Karg, Sterling, soccer; Jordan Procyshen, Canada, baseball; Jacob Dittman, Colorado Springs, baseball; Laura Gerk, Holyoke, softball; Katherine Feldman, Northglenn, softball; Josh Gordan, Yuma, baseball; Margo Beaumont, Canon City, softball; and Daniel Westerberg, Denver, baseball.
- **Next Leadership Team Meeting** – *Tuesday, July 9th – 1:30 p.m.*