

# LEADERSHIP TEAM MEETING

Tuesday, August 27, 2013

10:00 a.m.

President's Office

## MINUTES

**Members Present:** Barbara Baker, Stanton Gartin, Sianna Gomez, Connie Henderson, Marci Henry, Tammy Kallsen, Gail LaForce, Jay Lee, Judy McFadden (for Tyler Kelsch), Shawn Rose and Steve Smith.

**Member Absent:** Tyler Kelsch

- **Leadership Team Purpose and Membership – Jay**
  - Jay welcomed all the Leadership Team members to another new school year.
  - The Leadership Team consists of Barbara Baker, Stanton Gartin, Sianna Gomez (ASG President), Connie Henderson (Faculty Association President), Marci Henry, Tammy Kallsen, Gail LaForce, Jay Lee, Tyler Kelsch, Shawn Rose and Steve Smith.
  - All areas of the campus are represented on the Team except for Classified Staff. Tammy reported that Classified Staff used to be represented on the Leadership Team until the group disbanded several years ago. Jay asked the group if a Classified Staff employee should still be included in the Team. It was decided that Jay would meet with the Classified Staff group to get their opinion on the subject. If they feel they should be represented on the Team, then they will need to identify who that person (and backup person) will be. Several on the Team are Professional/Technical and so that group is well represented, however Gail commented that a contact person/representative for that group on the Team should be identified.
  - Jay sees the role of the Leadership Team to be the key leadership group of NJC where the decisions are made. Jay will be sending out a Jaytalking email to the campus defining what he thinks the role of the Leadership Team is and who the members are. He encourages all Leadership Team members to go back to their areas and departments after these meetings and discuss items and topics from the meetings to help keep the campus informed.
  
- **President's Cabinet Purpose – Jay**
  - Every Monday morning at 9:00 a.m. the President's Cabinet meets. The President's Cabinet includes Jay, Stanton, Steve, Tyler and Tammy.
  - Jay discovered from the In-Service colored index cards under shared governance that about five or six employees feel that the President's Cabinet meetings should be stopped. Some feel that these meetings are too secretive.
  - The following topics are discussed at the President's Cabinet meetings:
    - Week's Activities
    - Personnel Issues and student conduct issues. These topics include confidential information that cannot be shared with the entire campus.
    - Leadership Team Preparation
  - Jay feels these meetings are very important and they will continue to meet as they have been doing.

- **NJC Confessions Facebook Page – Jay**
  - Last Thursday, Barbara Baker, David McNabb, Steve Smith and Terry Ruch met on the phone with Angie Gramse, CCCS Legal Counsel about the NJC Confessions Facebook page. Many of the comments on this site have been offensive, vile, and sometimes hurtful to others. They discussed with her whether or not NJC should be monitoring the Facebook page or ignore it. She told them that if we monitor it, then we are almost saying that it is an official NJC Facebook page that we manage, but if we ignore it then we could be missing out on some important issues, but both carry liability issues for NJC. She told them it is up to NJC. David McNabb monitors the Facebook page regularly. You can make positive anonymous postings on the Facebook page by going to the google.doc link located on the banner of the Confessions page. If you do post something positive do not post with your identity showing. Barbara commented that two other schools have similar Facebook pages including Aims and Pueblo. NJC does have a disclaimer stating that it is not monitored or managed by NJC which is the appropriate thing to do.
  
- **In-Service Days Debrief – Jay**
  - Jay asked if anyone had heard any comments about the three In-Service Days. Connie noted that the faculty liked the extra time they had in their offices. The Team reported that the break-out sessions had good turnouts. Gail asked if everyone could be provided a list of the new employees that were introduced at In-Service. Gail said there were some copies of this on the table, but not enough for everyone to have one. Tammy commented that from now on she will email out the list to everyone so that they can have a copy. Connie asked if the In-Service agenda could be sent out earlier next time. She said people did not have much time to see the agenda and didn't know what available time they had for appointments, etc. Some people did not like the agenda being on SharePoint; however, since this was the first time to do that it was expected.
  - The results from the colored index cards were handed out. Jay asked the Team to look over the results and they will be discussed at next week's Leadership Team Meeting.
  
- **President's Web Page – Jay**
  - Jay would like to remind the campus that he has a Question and Comment Box for anyone to utilize on his web page. To get to it click on the Alumni and Visitors tab and then click on Administration. Scroll down to the bottom of his web page and there you will find the Question and Comment Box. If you have a question, concern or just want to share a comment please do so. You can do it anonymously or with your name and email address. You can also click whether you want a response back from him or not.
  
- **Personnel Related Decisions – Jay**
  - Jay received some comments on the index cards and also an email after In-Service accusing the Administration of being secretive and unfair about how people are appointed to positions (direct appointments vs. open searches).
  - Jay tracked every position that was opened up last fiscal year and this fiscal year. Here is a list of the direct appointments.
    - Erin Query replaced Emma Pena-McCleave in Admissions.
    - Ashley Unrein replaced Andi Monheiser in Financial Aid.
    - Kelli Reyes replaced Misti Lauer in the Family Literacy Program.
    - When Jonathan Lichtenwalner resigned, the Fire Science Program was reorganized and Ben Murray was appointed to lead the program.

- Jim Bowey is currently serving as the Northeastern 18 Groundskeeper on a temporary basis after Don Schelling resigned.
    - John Moore is currently serving as the Plainsman Grill Manager on a temporary basis after Colby Reardon resigned.
    - Jeff Schiel was appointed as full-time faculty member in the Liberal Arts Department per the Liberal Arts Department request.
    - Assistant coaches Kristine Campo and Dave Huss were appointed as Head Coaches.
    - Steve Smith was appointed as Vice President of Student Services when Andy Long resigned.
    - Terry Ruch was appointed as the Director Admissions.
  - Jay feels all these direct appointments were justified and appropriate. He said he will do a better job of communicating in the future of why all direct appointments are made.
  - Connie and Barbara commented that they feel “internal” positions should be opened up campus-wide instead of direct appointments being made.
- **Open Meeting Request – Jay**
    - Jay received on an index card a comment that there should be more open meetings for staff to attend. Stanton commented that Dr. Bolton used to have open forum meetings for staff usually about the budget. Other comments were that perhaps Leadership Team Meetings should be open to faculty and staff or that the meetings should be moved around to other buildings. The comment of even leaving the office door open during meetings was discussed. The idea of sending out the Leadership Team Meeting agendas beforehand to the campus was discussed.
  - **Enrollment Data – Disseminate to “All”? – Jay**
    - Jay reported that enrollment is currently down 3.2% from the same time last year.
    - Every Monday morning, Derek Herbert sends out an enrollment report to various key staff members. Jay asked if the Leadership Team thought whether or not the rest of the campus would want an enrollment update every week. Everyone agreed it was a good idea. So, an enrollment update will become a regular part of the weekly Leadership Team Meetings. Connie asked that if before registration dates if an enrollment update as well as a report of how many students still need to register, etc. can be given out to all faculty. Faculty are really focusing on retention of students this year, so this information would be very valuable to them. Jay suggested that the Faculty Association invite Derek Herbert to their next meeting.
  - **Free Soft Drinks/Coffee for Staff at Pete’s Retreat – Jay**
    - For several years, the President’s Office has provided free drinks to the faculty and staff in Pete’s Retreat. Last year this cost the President’s budget approximately \$3,000. Not everyone takes advantage of this so it does not affect some staff members. Jay asked if this is a wise use of \$3,000. He feels this money could be used for professional development or other items. He knows some faculty and staff have mixed and strong emotions concerning this subject. Team members discussed the topic, some feel it is a way to show staff that they are appreciated, some feel it is not a wise use of money, others feel neutral. Barbara offered to use some of her marketing budget to help with the costs, but Jay feels that her marketing budget should go for marketing expenses that would benefit the entire college. Other ideas were passed around such as showing the staff appreciation in other ways such as small thank you gifts such as food items or small trinkets throughout the school year. One suggestion was to just have the free drinks on Fridays. Jay told the Team he needs time to think about this.

- **Security Issues – Steve**
  - During the first week of school, several vehicles were broken into that were parked in the Herbie Hall parking lot. Several items were stolen from vehicles including a crossbow. On Monday, August 26<sup>th</sup>, a student witnessed several males coming onto the NJC property by this area with crowbars in their hands. The police were called but no one was caught. This is a real security issue. NJC's parking lots do not have security cameras. Steve commented however that some colleges have removed their security cameras because they can give people a false sense of security. The cameras are not monitored by someone, rather just used for investigations if needed. Residence Life will once begin the RA+1 Walk-back program to arrange for someone to walk students to their Residence Hall or car at night if they want. Sianna commented that the parking lots at night can be dark and rather frightening when you are by yourself. This discussion will be continued at next week's Leadership Team Meeting.
  
- **Building Security and Key Requests – Stanton**
  - Several years ago when a set of keys were lost/stolen, every NJC lock had to be re-keyed. Every building has one after hour access door. Since then key requests for outside door keys have been sent to Shawn Rose who gets the President or Vice President's approval before these keys are given out. Adjunct faculty are always scrutinized as to whether or not they need outside door keys. Tammy added that getting keys back from adjunct faculty is very difficult because the HR Office does not know what keys are given to them. Stanton asked if we should maintain or loosen our stance on who can have outdoor keys. This discussion will continue at next week's Leadership Team Meeting.
  
- **Labor Day Golf Tournament Volunteers – Jay**
  - Jay sent out a Jaytalking to the campus asking for volunteers to help with the Labor Day Golf Tournament at the Northeastern 18. Volunteers from the Sterling Lions Club and the Logan County Chamber of Commerce have agreed to help.
  
- **Good of the Order/Rumor Control**
  - Tammy reported that a Health Fair will once again be held this fall. The event will happen on October 15<sup>th</sup> from 7:00 am – 9:00 am. More details will follow soon.
  - Jay thanked Sianna for her and the Associated Student Government's work in helping set up and arrange the first week activities for students. They were all well attended and were a great success.
  - Barbara reported that the Journal Advocate would like a news release on the reorganization of NJC's Extended Studies Department. Barbara will put something together and have Jay and Stanton review it.
  - Stanton asked why there is no patio furniture on the Blue Spruce Balcony. Steve commented that it was moved during the block party last spring and probably just hasn't been moved back yet.
  - Marci informed the Team that NJC Athletics now has a Twitter account. Steve Soza is leading the effort. They are also about to launch a You Tube video where this year's athletes will be introduced. Marci stated that volleyball team won all their games during last week's North Platte Tournament however Soccer lost their games. Soccer has picked up a few new players that will be added to the roster. Also, Marci commented that flyers for Intramurals sports when out yesterday.

- Barbara reminded everyone that if they need instant communication with the students, they can have items posted on NJC's Facebook page. Barbara is still looking for a student worker for Social Media work. The position was paid last year by providing free room and board to a student. The position works about 20 hours per week doing social media work for the college.
- Gail reported that the U.S. Dept. of Labor will be on campus on September 23 – 27<sup>th</sup> to monitor the CBJT (Community Based Job Training) Grant. Gail will be in contact with you if you need to be involved with this.
- Steve reminded everyone about NJC's Posting Guidelines. Several flyers have been found around campus from outside agencies that have not received appropriate approval from Steve's Office to do so. Below is NJC' Posting Guidelines. Stanton stated that staff who sees old flyers from past events should please remove them from bulletin boards, doors, etc.



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- Connie complimented the Residence Life staff on the Orientation/Community Service Projects for students on the first Sunday. She thought they were well received and students got a feeling of real accomplishment afterwards.
  - Jay provided the Leadership Team with information concerning a free one day training that is being provided by the CCCS Foundation and CCCS. On Thursday, September 26<sup>th</sup>, a Disney Approach to Business Excellence workshop will be held. Each college can have up to 6 attendees. In addition, on the next day, Disney will provide a 90 minute quality service training from 9:30 am – 11:00 am. Jay asked the Team to let him or the HR Office know if they or anyone in their areas are interested in attending the training.
- **Next Leadership Team Meeting** – *Tuesday, September 3<sup>rd</sup> – 10:00 a.m.*