LEADERSHIP TEAM MEETING

Tuesday, September 24, 2013 10:00 a.m. President's Office

MINUTES

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

Members Absent: Sianna Gomez

• The Week That Was! September 16-20 – Jay

A. Classes Restart

- Classes will resume Wednesday, September 25th.
- Jay asked the group what feedback and comments they have been hearing as far as how well NJC did with communication to students, faculty and staff. Everyone has heard positive comments about NJC doing very well on the communication efforts.
- Stanton expressed that he felt NJC was not very proactive on protecting the campus, such as sandbagging the Computer Center in the Walker Hall basement in case flood waters crossed the railroad tracks.
- Gail commented that in future communications to NJC faculty and staff if something similar ever occurs, if they could please be reminded to check their calendars to make sure they don't need to cancel meetings, inform visitors, etc.

B. Immediate Impacts

- The rain waters have caused several issues on campus. Barbara Baker's office has been flooded for the third time since July. The Physical Plant believes that this is because of a drainage issue from the roof. There was leaking reported also in the stairwell in Knowles Hall. The parking lot to the north of the Event Center filled with rain water and partially submerged a student's vehicle.
- The issue of how do we make up for seven lost days of instruction was discussed. Some options included extending A-Term out by one week to October 18th. Also, discussed was including Saturday, October 19th as a teaching day. This day would be for Thursday classes. If A-Term is extended out that would change the starting date of B-Term. Full-term classes will need to be extended out as well. Options discussed were teaching on the Advising Day in November, teaching on the Saturday, Monday and Tuesday of Thanksgiving Break or extending out the end of the semester in December.
- The Leadership Team decided to extend A-Term out by at least a week to October 18th or a later date. Next Tuesday the Leadership Team will make a decision on what to do with B-Term and Full-Term classes. Barbara Baker will be sending out an email later this afternoon letting people know about the A-Term decision.

C. Future Impacts

Jay is concerned that the flood and the "no flush" order will have an impact on NJC's enrollment. He is not sure if we will see a drop in enrollment this year from it or if it will hit next fall.

- The group discussed immediate efforts that could be made to help students forget about and move on from the flood. Options discussed were special dinner nights in the Cafeteria and also a bonfire night where an outhouse could be set on fire.
- Jay wants to investigate the idea of NJC becoming an i-Pad campus. He will be contacting the Foundation Board as well as the Apple Education Group to begin this discussion. The group discussed how training would have to be a big part of NJC's campus moving towards becoming an i-Pad campus. Apple could provide a support person that would be on-campus during critical times to help students and staff.

• Enrollment Report – Steve/Jay

- Head Count as of 9/23/2013 is 1493. Last year at same time Head Count was 1655 which is a decrease of 162 or -9.79%.
- FTE as of 9/23/2013 is 586.2. Last year at same time FTE was 608.7 which is a decrease of -22.5
 FTE or -3.70%.

• End of Year Budget for 2012-13 – Tyler

o Tyler handed out the following General Fund Income Statement for FY 12-13.



- O NJC had a net income of \$464,840.82 from last year that could be put into reserves. However, there are several needs that this money could be used for including a new bus. The Leadership Team will continue the discussion on what the immediate needs are for the campus and whether or not spending this reserve money is justifiable. NJC's current reserves are \$3.2 million which is about 28% of NJC's \$11.4 million budget.
- Jay discussed whether or not a contingency amount should be budgeted into the yearly budget.
 Also Tyler and Jay have been discussing whether to bring budget amounts more into line with actual costs.

• Good of the Order/Rumor Control

- Marci reported that the Soccer Team has a home game Wednesday at 2:00; Friday at 1:30; Saturday at 1:00 and Sunday at 2:30. The Volleyball Team is on the road Thursday, Friday and Saturday. The Baseball Team will not be traveling this week. The Softball Team is on the road Friday, Saturday and Sunday and the Golf Team is on the road Thursday and Friday.
- Steve Smith informed the team that Kari Wright has been hired as the Student Communications Coordinator and will start on October 1st.
- Jay reported that Renee Johnson will be coming back and helping out the Human Resource
 Office part-time starting Wednesday, September 25th.
- Tyler commented that FEMA can help out students who have jobs as well as work-study students who have lost wages due to the flood.

• Next Leadership Team Meeting – Tuesday, October 1st – 10:00 a.m.

- The Leadership Team will continue to discuss the following topics at the next Leadership Team Meeting scheduled for October 1st.
 - Enrollment Growth
 - Advisory Council Meeting Preparation
 - Loss Days Conversation
 - Budget Reserve Discussion

- o The Leadership Team will discuss the following topics at the Leadership Team Meeting scheduled for October 15th.
 - Orientation
 - Demo of Weather Alert System
 - Continued Discussion About Security Issues
 - Friday Computer Updates