

LEADERSHIP TEAM MEETING

Tuesday, September 3, 2013

10:00 a.m.

President's Office

MINUTES

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

Guest Present: Cherie Brungardt

- **Student Email Migration to Office365 – Cherie**

- CCCS will be upgrading student email to Office365. CCCS has been working with the IT Directors on the migration process and communication plan of this process. Student email will be converted starting September 15th. Current students will see about a 15 minute timeframe where their account will not be accessible during the migration process, if they are in the process of accessing their account. Their account will transition to Office365 and all their email files will be transitioned to the new account. Their login information and process will remain the same. The most significant impact will be during the database conversion and will primarily impact students who are new to the college during the database conversion or students who need their passwords reset to access their email account. The database conversion is estimated to take 7 – 10 days based on the count of over 700,000 student email accounts. This will not affect students getting into Access or D2L. The following email notice will be sent out to students in the next day or two.



E-mail to students
about the e-mail chan

Barbara commented that this needs to be posted on the NJC Facebook page. Connie stated that faculty are trying to stress to students how important it is for them to check their email because this is how faculty and the college communicate with students.

- **Enrollment Report – Jay**

- Below is the Enrollment Report from Derek Herbert. NJC is currently down 2.2% in enrollment compared to the same time last year. NJC is down 12.9 FTE.



Copy of
EnrollmentNumbers09

- Steve reported that the residence halls are at 100% occupancy with 0 beds available.

- **Foundation Items – Gail**

- Written in the Colorado Home and Garden Show grant, NJC is required to give four garden tours. We have had two garden tours so far. Gail asked for suggestions on how to change up the tour that will be given this fall. Barbara suggested that the garden tour participants be given a rock to paint and a painted rock garden be created. Others suggested having items placed around campus (such as cowboy boots, or a Plainsmen Pete) that students and groups

could take turns painting each year. Barbara commented that she has had two individuals ask her about donating old pianos to the college that could be set out in various locations for students to play and use. Another suggestion was sending herbs that are grown here on campus home with the garden tour participants.

- Gail also reported that at the last Foundation Board Meeting, the group discussed whether or not to endow the Hope Scholarship Fund which would take about 1.5 – 2.0 million dollars or to put the Hope Scholarship fundraising on hold for a year or two and invest time into another project. Jay discussed with the Foundation the idea of NJC becoming an i-Pad campus. Jay recently had a meeting with an Apple Education group who is proposing that NJC become the first community college in Colorado to become an i-Pad campus. The idea is that every NJC student and faculty member would get an i-Pad. NJC could potentially increase student technology fees to help pay for the student i-Pads. Students would take their i-Pads with them when they graduate from NJC. Since NJC was the last community college to become wireless, NJC has a reputation of being slow in technology. Becoming an i-Pad campus would change that reputation. Jay asked Sianna to find out if this is something that would interest students. Jay asked Connie to ask the faculty if this is something that they would be interested in. The Foundation Board was very interested in the idea.

- **Advisory Council Meeting Agenda** (Meeting Scheduled for Sept. 19th) – Jay

- Agenda items for the next NJC Advisory Council Meeting include:
 - New Employees
 - Student Success
 - Employee Success Stories
 - E.S. French Project
 - Student Services Reorganization
 - Budget Update
 - Enrollment Update

- **Continued Discussion about Free Staff Drinks in Pete’s Retreat** – Jay

- The Leadership Team continued their discussion as to whether or not to continue providing staff with free drinks in Pete’s Retreat. The Team took a vote. With Jay not voting, eight members voted to discontinue the free drinks and two members voted to continue providing free drinks to staff. The group then discussed what should be done with the approximate \$3,000 from discontinuing this. One idea offered was to use the money to have informal staff gatherings where Jay could give college updates to the campus, perhaps over breakfast, once in the fall and once in the spring. Another idea was using these funds for professional development purposes.

- **Continued Discussion About In-Service Colored Index Cards** – Jay

- Last week Jay asked the Leadership Team to look over the results from the colored index cards from In-Service. Jay commented that several faculty and staff members commented that we need to hear more “Success Stories” of NJC and he agreed. Connie asked about whether or not a Culinary Program will ever be started at NJC as originally planned. Jay said that he would be sending out a Jaytalking about this topic. He said the Culinary Arts market is very saturated and that there are not a lot of jobs readily available for this profession. Tyler commented that the Plainsman Grill does not have the appropriate teaching facilities available for this type of program either.

- **Continued Discussion About Security Issues – Steve**
 - Steve reported that the Safety & Security Committee met last Thursday for the first time this school year. The committee discussed the idea of having security cameras in the parking lots. Steve has reached out to CCCS Legal Counsel for their advice on what the liability is for NJC if we don't have security cameras in the parking lots versus if we do have security cameras in parking lots. Cherie told the group that such cameras would need to be contracted and maintained by the residence hall staff and the contractors. This would not be a function of NJC IT. There is concern that cameras convey a false sense of security, especially when people assume the cameras are monitored 24/7. No incidents in the parking lots were reported last week. Connie commented that NJC used to have night security guards. She asked what the cost of security guards would be compared to security cameras. Jay stated that this would be worth looking into. Jay asked that this conversation be continued to the next Leadership Team Meeting.

- **Continued Discussion About Building Security and Key Requests – Stanton**
 - The discussion was continued as to whether or not NJC should maintain or loosen its stance on who can have outside door keys to NJC buildings, specifically adjuncts and part-time staff. Everyone agreed that this should be up to the respective supervisors and department chairs. One of the problems is making sure the keys are received back from the part-time employees if they don't return for another semester. Jay asked that Stanton take this topic and discuss it at the next Learning Services Meeting.

- **Good of the Order/Rumor Control**
 - Jay reported that the Labor Day Golf Tournament went very well this weekend. Seventy-four golfers played in the tournament. Restaurant sales were very good over the weekend.
 - Sianna reported that ASG is sponsoring a Self Defense class tomorrow night, September 4th at 6:30 pm in the Hays Student Center Ballroom. She also commented that they will be hanging up posters for students interested in being on Senate. They will be receiving applications for Senators and conducting interviews in the next couple of weeks.
 - Stanton asked Tyler if departments are charged back for their use of paper on campus. Tyler commented that Martha keeps track of usage, but currently budgets are not individually charged for paper usage, but they do however keep track of instructional usage and non-instructional usage per NACUBO accounts.
 - Steve reported that the Residence Life area is currently re-evaluating meal plan options for students.
 - Marci informed the group that the volleyball team plays tonight in Cheyenne. On Thursday the volleyball team and soccer team play at home. The volleyball game starts at 6:00 pm and the soccer game begins at 3:00 pm. The volleyball team recently traveled to Salt Lake City, Utah for a tournament. They won 2 games and lost 2 games. There will be an all-day high school volleyball tournament in the Event Center this Saturday. Marci reported that the NJC athletic twitter account is getting a lot of followers, most of which are students.
 - Jay attended a Colorado Innovative Network workshop last Wednesday and Thursday.
 - Connie reported that the Faculty Association met last week. They have asked for a report that will show students that were here last spring but did not return again this fall. They hope to call these students and get the students to re-enroll perhaps in B-Term of fall semester or even spring semester. They have also asked for a list of students that are on probation so they know not to call those students.

- **Next Leadership Team Meeting** – *Tuesday, September 17th – 10:00 a.m.*
 - *We will not meet on September 10th.*