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## INTRODUCTION:

### Purpose of the Operating Procedures

These procedures will acquaint the faculty and staff with Northeastern Junior College and provide information about working conditions and employee benefits with NJC. It describes many employee responsibilities and college procedures, and also outlines the programs developed to benefit faculty and staff.

These guidelines and procedures support the employment relationship. Nothing in these procedures should be considered a guarantee for certain privileges, working conditions, or continued employment.

### Who is Covered by these procedures?

These guidelines and procedures apply to administrative, professional-technical, faculty, and classified staff, full and part-time as noted in each procedure.

### Manual Contents and Revisions

This manual describes guidelines and common practices. Because no one can foresee all situations that might arise, NJC reserves the right to deviate from the guidelines and practices outlined in these procedures, if in the college's sole judgment, such deviation is warranted based on the facts of a particular situation.

No operating procedure can anticipate every circumstance or question. Accordingly, NJC may need to change the practices and guidelines described in this manual. NJC reserves the right to do so at its sole discretion. Revisions may include changing, rescinding, or adding to any procedures, benefits, or practices described in this manual. Revisions may be made without prior notice to employees. It is the employee's responsibility to keep a personal copy of the operating procedures up-to-date by immediately inserting revisions when issued.

If other verbal or written communications issued prior or subsequent to the distribution of this manual appear to change any of the manual's contents, the procedure(s) and/or guideline(s) set forth in this manual will be considered the official position/practice of the college until such time that a written revision of the manual contents, signed by the President, is issued. Changes in procedures, benefits or practices will not change the mutual "at-will" relationship, except by a written agreement, drawn up specifically for that purpose, and signed by the employee and the College President.

### Your Responsibility Regarding This Manual

Employees are expected to read, understand, and comply with the procedures and guidelines set forth in this manual. This manual is the property of Northeastern Junior College. Upon termination, the employee must return this manual and all other College property to the Human Resources Office or immediate supervisor before final departure.

### Other Forms of Communication

NJC recognizes that its continued success depends in large part on its faculty and staff. NJC values good relations with employees as a sound business practice in the best interest of everyone. To a very large extent, good relations mean good communications, verbal and written.

In addition to these guidelines and procedures, communications of general interest will be announced verbally at staff meetings, by e-mail, voice-mail, through campus mail, or on the bulletin board in Walker Hall. To keep fully informed, faculty and staff should regularly read the communications posted or those that are sent via multiple methods. *All faculty and staff members are required to learn to use all the communication methods listed above.*

To further ensure that internal communications are effective, periodic staff meetings will be scheduled. Meeting dates and times will be posted on e-mail or sent through campus mail. All employees are expected to attend staff meetings.

**What is Expected of Northeastern Junior College Employees?**

To ensure quality customer service, each Northeastern Junior College employee is expected to:

- Read and follow the procedures and guidelines established in this manual and other College manuals or management memos.

- Perform duties as assigned. At Northeastern Junior College there is no such thing as, "It's not my job." Doing whatever is necessary to meet NJC's goals and customer needs is <u>everyone's</u> job.

- Always conduct him/herself in a polite, professional manner, treating students and co-workers courteously and respectfully.

- Immediately report any problems with facilities, equipment, or students to the supervisor.

- Perform all job duties safely.

- Produce quality work.

- Provide honest, truthful, and accurate information regarding work history, education, and training. Falsification of employment records (including pre-employment data such as résumé or employment application), time records, expense reports, and other company records is grounds for corrective action up to and including immediate termination regardless of length of employment when the falsification is discovered.

**Ethics at Northeastern Junior College**

Employees are expected to adhere to the highest standards of personal, professional, and business ethics. Employees are expected to always use common sense and good judgment about the way they conduct themselves when on duty or representing the College. Honesty, respect, and care in dealings with others on the job in performing duties and in dealings with students, vendors, and visitors should be standard benchmarks of personal behavior. It is important to avoid even the appearance of unethical behavior in all business relationships. NJC's success requires ethical actions. Employees should contact supervisors with any questions or concerns regarding business ethics at Northeastern Junior College. Engaging in unethical conduct may result in corrective action up to and including termination of employment. "Unethical conduct" includes but is not limited to:

- Engaging in business conduct which is damaging to NJC's reputation (see BP 3-70, Conflict of Interest);

- ♦ Disclosing or misusing confidential or proprietary information belonging to the College or its students or staff members;

- ♦ Accepting gifts, entertainment, services, or other benefits where the purpose is to unduly influence NJC's business decisions (See Purchasing Rules and Regulations);

- ♦ Representing or discussing College affairs with the media without contacting the Director of Marketing or President;

- ♦ Undermining business decisions, unless they are perceived to be illegal or dishonest;

- ♦ Using College confidential information, facilities, supplies, and/or merchandise for personal matters, gain, reasons, etc.;

- ♦ Fraternization with students which may expose the college and individuals involved to potential legal liability and litigation.

**How to Use The Operating Procedures Manual**
Northeastern Junior College procedures and guidelines are based on three different sources:

- **BP** (Board Policies- State Board for Community Colleges and Occupational Education of Colorado)
- **SP** (System President Procedures-Colorado Community College System)
- **IP** (Institutional Operating Procedures-Northeastern Junior College)

Throughout this manual, all procedures are labeled in one of the three above-listed manners. Table of Contents for the SBCCOE Board Policies and Colorado Community College System (CCCS) President's Procedures have been included following the last institutional operating procedure (IP). It lists every applicable personnel and operating procedure by name and number. All state and board policies referred to throughout this publication are included immediately following the CCCS President's Procedures Table of Contents. Infrequently referred to Board Policies and CCCS President's Procedures have not been included in this hard copy. It is still the faculty and staff member's responsibility to be aware that additional policies/procedures do exist. Employees may access any of the policies/procedures by visiting the NJC Human Resources Office in Walker Hall, Room 102, or by locating these policies on the Internet at:

- **http://www.cccs.edu**
- **http://njc.edu**
- **http://www.colorado.gov/dpa/dhr/pubs/docs/emphandbook.pdf**

Additional information is available in the following reference booklets available through the Vice President for Student Services Office:

Academic Standards
- Class Attendance (Section 3.1 & 3.4)
- Faculty Authority (Section 7.2)
- Academic Integrity (Section 7.9)
- Classroom Disciplinary Process (Section 3.20 & 3-21)

Student Handbook
- Academic Guidelines & Procedures (Section 2.0)
- Faculty Authority in the Classroom Experience (Section 3.09)

Please refer to the NJC Table of Contents for a quick reference when looking for information. Faculty and staff members are also welcome to call the Human Resources Office anytime with questions at ext. 6661 or ext. 6730.

## AFFIRMATIVE ACTION STATEMENT

Northeastern Junior College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, age, disability, sex or veteran status in its activities, programs or employment practices. If you believe that any of the factors above have entered into the consideration of your application for employment, please contact the Northeastern Junior College Director of Human Resources at (970) 521-6661 or e-mail to renee.johnson@njc.edu.

# MISSION, VISION, PHILOSOPHY, GOALS

## Mission

Northeastern Junior College is a comprehensive two-year institution that is committed to providing excellence in learning, training, and service. We strive to produce skilled and knowledgeable students who transfer successfully and enter the workforce productively. We strive to enrich the quality of lives through affordable and accessible learning opportunities.

## Vision

To be Colorado's premier two-year college of choice through excellence in education.

## Philosophy

NJC believes the student is the most important person on campus. We strive to provide the best possible educational, cultural, and social experiences within a positive and supportive learning environment.

## Goals

- Provide **excellence in learning and teaching** for transfer, career and technical education, business and industry training, and life-long learning.
- Enhance **student success** by providing **comprehensive support and intervention services** that maintain a nurturing learning environment.
- Proactively identify, acquire, and maintain **college resources** to support the mission, vision, and goals of the college.
- Attract and retain **quality employees** and provide incentives for their educational and **professional growth.**
- Foster activities and programs that promote the understanding, appreciation, and acceptance of **diversity.**
- Enable the institution to respond to changing needs of today's educational programming by providing current **technology** for instruction and operations.
- Develop **relationships and partnerships** with educational institutions, businesses, and industries which contribute to the cultural, economic, educational, and social betterment of the region.
- **Assess institutional effectiveness** as part of the planning and renewal process based on continuous improvement principles and **accountability** measures.
- Effectively **promote the college** to result in **enhanced enrollments.**
- Maintain, update, and improve **facilities** to support the educational mission in order to provide an aesthetic **collegiate environment**.
- Operate with **integrity** and be **accountable** to our students, our community, and our state.

Approved by Dr. Bolton – April 2007

## 2008- 09 NJC ADMINISTRATIVE AND PROFESSIONAL-TECHNICAL PERSONNEL

**PRESIDENT'S OFFICE**

President ..... Dr. Lance Bolton
- Executive Assistant to President/Administration ..... Shawn Rose

Director, Monahan Second Chance Academy ..... Dr. Alma McArthur
Director, Human Resources ..... Renée Johnson
Director, BCEC/Athletics ..... Jerrod Samber
- Assistant Athletic Director – Head Men's Basketball Coach ..... Eddie Trenkle
- BCEC Supervisor / Assistant Coach – Women's Basketball ..... David Huss
- BCEC Supervisor / Assistant Coach – Men's Basketball ..... D'Marr Suggs
- BCEC Supervisor / Assistant Coach – Men's Baseball ..... Adam Frank
- Assistant Athletic Trainer ..... Nate Kelley

Executive Director, Foundation ..... Pat Fox
Director, Marketing Services ..... Barbara Baker
- Sports Information Coordinator ..... Robbie Haley

Director, New Student Enrollment /Admissions ..... Andrew Long
- Assistant Director of New Student Enrollment ..... Terry Ruch
- Admissions Coordinator ..... Emma Pena-McCleave
- Admissions Coordinator ..... Brock Baseggio

Director, Institutional Research, Planning, & Development ..... LeeAnn Nichols
Grant Coordinator ..... Gail LaForce
Alumni Coordinator/Young Farmers ..... Jack Annan
Director, Information Technology ..... Cherie Brungardt

**FINANCE/ADMINISTRATION**

Chief Business Officer ..... Laura Speaker
- Assistant Controller ..... Deb County
- Director, Physical Plant ..... Rick Myers
- Director, Purchasing/Student Receivables.. ..... Gayle "Annie" Shalla
- Director, NJC Bookstore ..... S. Janie Marin
- Network Server Analyst ..... Steve Marshall
- Web Designer ..... Janae Urruita
- Coordinator, Mail Room/Document Center ..... Marilyn Loomis

**ACADEMIC SERVICES**

V.P. of Academic Services ..... Stanton Gartin
- Director, Extended Studies ..... Ronda Bowey
  - Coordinator, Extended Studies .....
  - Coordinator, EMS/Fire Training ..... Tracy Yahn
  - Coordinator, Health & Safety Education ..... Stephanie Budin-Weatherill
  - Coordinator, of Distance Learning ..... Cynthia Vandenbark
- ADN Program Director ..... Julie Brower
- LPN Program Director ..... Rachelle Maker
- Director, Library Services ..... Candace Havely
- Director, Academic Support Services ..... Donelle Hogarth
  - Assistant Director CLC ..... Melissa Bornhoft
  - Coordinator, ABE/GED/ESL Program ..... Misti Lauer
  - Transition Specialist ..... Aaron Prestwich
  - Instructional Specialist – Business ..... Beth Kilmer
  - Instructional Specialist – Math ..... Brad Armstrong
  - Science Specialist/Science Lab Coor. ..... John Helfer
  - Writing Specialist ..... Leland Williams

**STUDENT LIFE AND SUPPORT SERVICES**

V.P. for Student Services ..... Judy Giacomini
- Director, Counseling and Assessment Services ..... Steve Smith
  - Counselor ..... Cindy Carey
  - Academic Advisor ..... Sarah Goepel
- Director, Financial Aid ..... Alice Weingardt
  - Financial Aid Advisor ..... Nate Lauer
- Director, Records/Admission Processes ..... Angela Anderson
  - Assistant Registrar ..... Jennifer Kamery
- Director, Residence Life & Student Activities ..... Whitney DeSanti
  - Residence Hall Director – Poole ..... Steve Soza
  - Residence Hall Director – Herbie ..... Anne Hanson
  - Residence Hall Director – Dowis ..... Alisa Frye
  - Residence Hall Director - Williams/GRB ..... Janel Walton
  - Ombudsperson ..... Rev. David Baines
- Title III Administrative Assistant ..... Gail Noisat

## FULL TIME 2008- 09 ACADEMIC PERSONNEL

### Agriculture

***Dept. Chair – Michael Anderson***

Mike Brownell
Cole Briggs
Benjamin Cooley
Brian Cullen
Kala Doane
David Durfee
Taya Ellerman
Larry Pollart
Lisa Schapira
Lisa Shinn

### Liberal Arts

***Dept. Chair – Scott Thompson***

Pam Berns
Donna Brady-Lawler
Celeste Delgado-Pelton
Erin Farb
Connie Humphreys
Patrick Kelling
Jaci Mathis
Michael McCabe
Diane Reuszer
David Roholt
James Stewart
Kenneth Kendall
Judy Szabo

### Health, Science & Math

***Dept. Chair – Brenda Zink***

Julie Brower
Dave Coles
Connie Henderson
Derek Herbert
Mary Lederhos
Rachelle Maker
Justina McCracken
Dr. Shelby Nichols
Joleen Rinaldo
Kevin Stump
Michael Vair

### Business Dept. & Cosmetology

***Dept. Chair – Brenda Lauer***

Amanda Kerker
Jolene Kirkwood
Ronda Monheiser
Julie Rhine
Brenda Rhodes

### Academic Support Services

***Dept. Chair – Donelle Hogarth***

Maret Felzien
Lacy Krakow
Kelli Reyes

**Health, Human Performance, and Sport**
***Dept. Chair – Marci Henry***

Darrel Parker
Bryan Shepherd

**Automotive Technology**
***Dept. Chair – Kent Wright***

Justin Mertens
Richard Moon
Layton Peterman
Harvey Rober

**Extended Studies Programs**
***Dept. Chair – Ronda Bowey***

Revised 12-08

## 2008-09 NJC ADVISORY COUNCIL

Mr. Les Archuleta, Iliff, Colorado ..... Member
Ms. Loretta Davidson, Sterling, Colorado ..... Member
Ms. Alice Ewing, Sterling, Colorado ..... Member
Ms. Darcy Garretson, Haxtun, Colorado ..... Member
Mr. Steve Meier, Sterling, Colorado ..... Member
Mr. Darrel Mertens, Sterling, Colorado ..... Vice Chair
Mr. Jim Yahn, Iliff, Colorado ..... Chair

## 2008-09 NJC FOUNDATION BOARD OF TRUSTEES

Ms. Vicki Adney -- Secretary
Mr. Brad Anderson -- President
Mr. Greg Brecht
Ms. Pat Fox
Ms. Michelle Hoozee - Treasurer
Mr. Wayne Johnson – Vice Pres.
Mr. Skip Koenig
Ms. Loretta Davidson, Advisory Council Liaison
Ms. Susie Schaefer
Ms. Peggy Swedlund
Mr. Scott Szabo
Mr. Dave Tennant
Mr. Mike Underwood
Mr. Peter Youngers
Ms. Erin Youngers, Alumni Association Liaison

## ORGANIZATION OFFICERS

## 2008-09 NJC FACULTY ASSOCIATION OFFICERS

President ..... Celeste Delgado-Pelton
VP/President-Elect ..... TBD
Treasurer ..... Connie Henderson
Secretary ..... Mike Vair
SFAC ..... Lisa Shinn
CFAC ..... Mike Brownell
SFCC Academic Faculty Rep. ..... Scott Thompson
SFCC Career & Tech Educ Faculty Rep. ..... Mike Anderson
Past President ..... Larry Pollart

## 2008-09 CLASSIFIED STAFF COUNCIL

Chair ..... Linda Frick
Co-Chair ..... Kelly Baxter
SLC Representative ..... Kathy Rice

## 2008-09 ASSOCIATED STUDENT GOVERNMENT

President ..... John Lloyd
1st Vice President ..... Bailey McComb
2nd Vice President ..... Natalia Bucher
Executive Secretary/Public Relations ..... TBD

Rev. 8-08

## College Standing and Ad-Hoc Committees

*Please send any changes and information updates to the Human Resources Office.*

### *Academic Advising Committee*

**Chairs**: Steve Smith, Director of Counseling & Advising and Sarah Goepel, Academic Advisor

**Committee Members:** Faculty representative from each of the following: Agriculture; Business; Physical Education; Career Technical; Math/Science; Humanities/Social Science; Academic Technical, Academic V.P. of Academic Services/Department Chairs, Director of Extended Studies and V.P. Student Services (ex-officio members)

**Members:** Ronda Bowey, Cindy Carey, Steve Cox, Judy Giacomini, Layton Peterman, Larry Pollart, and Judy Szabo.

**Purpose:** To improve individual and institutional processes which support the student-advising program. (Meets Monthly)

### *Academic Standards Committee*

**Chair**: Judy Giacomini, Vice President for Student Services

**Committee Members**: Registrar; and one full-time faculty representative from each of the following: Agriculture & Career Technical; Business & Physical Education; Math/Science & Academic Technical; Communications & Humanities/Social Science.

**Members:** Angie Anderson, Ronda Bowey, Celeste Delgado-Pelton, Dave Durfee, Connie Henderson, Donelle Hogarth, Brenda Rhodes, and Bryan Shepherd.

**Purpose**: To review all student appeals for academic suspension and to review/propose new and revised policies to maintain and improve the academic standards of NJC. (Meets As Needed)

### *Accessibility Committee*

**Chair:** Donelle Hogarth, Director of Academic Support Services

**Committee Members**: Physical Plant Director; College Counselor; Director of Human Resources; faculty representative from each of the following: Agriculture, Business/IT/CISCO; Physical Education, Math/Science and Academic Technical; and Humanities/Social Sciences; and one student

**Members:** Melissa Bornhoft, Rick Myers, Cindy Carey, Dave Durfee, Renée Johnson, Shelby Nichols, and Brenda Rhodes.

**Purpose:** To review and recommend solutions for accessibility needs and problems on campus. (Meets twice yearly.)

### *Curriculum and Instruction Committee*

**Chair:** Stanton Gartin, V.P. of Academic Services

**Committee Members:** Director of Extended Studies; Director of Academic Support Services; Assessment Director; V.P. for Student Services; Director of Counseling; Registrar; President of Faculty Association; Faculty Representatives are the Department Chairs and Academic Liaisons from each area and the SFCC representatives.

**Members:** Angie Anderson, Mike Anderson, Pam Berns, Ronda Bowey, Maret Felzien, Judy Giacomini, Connie Henderson, Marci Henry, Donelle Hogarth, Brenda Lauer, Steve Smith, Scott Thompson, Kent Wright, and Brenda Zink.

**Purpose:** To provide the mechanism for Instructional Divisions to

initiate and approve curricular changes, additions and deletions. (Meet monthly to deal with curricular issues.)

### *Enrollment Management Team*

**Chair: Chair:** Dr. Lance Bolton, NJC President and **Co-Chair:** Andy Long, Director of Student Enrollment

**Enrollment Management Steering Committee:** V.P. for Student Services; President; Chief Business Officer; four faculty co-chairs and four professional-technical co-chairs of the Enrollment Management Task Forces; V.P. of Academic Services; CLC Director; and Institutional Research, Planning & Development Coordinator, Assessment Director

**Committee Members:** Membership on the two working task forces (Recruitment, Marketing, Retention and Service) will include a broad spectrum of campus representatives to include at least one faculty representative from each of the following: Agriculture; Business/IT/CISCO; Physical Education; Career Technical; Math/Science; Humanities/Social Science; Director of Admissions; Admissions Coordinator; Director of Marketing; Director of Counseling and Assessment; Director of Academic Support Services; Director of Extended Studies; Financial Aid Director; and CLC Transition Specialist.

**Purpose:** To facilitate development of a campus-wide enrollment management plan to achieve optimum recruitment, retention, and graduation goals. (Meets Quarterly)

### *Facilities Planning & Usage Committee*

**Chair:** Laura Speaker, Chief Business Officer

**Committee Members:** Physical Plant Director; Executive Director, Centralized & Media Services; Vice President for Student Services; V.P. of Academic Services; Director of Information Technology; and Athletic Director

**Purpose:** (1) To initiate and/or review capital construction and controlled maintenance requests, and subsequently recommend/not recommend such projects for submission to the CCHE capital projects committee, and (2) to assure maximum facility use coordination and efficiencies by evaluating, recommending, and prioritizing interdepartmental facility remodeling, renovation, or change in use requests. (Meets Quarterly)

### *Academic Assessment Committee*

**Chair:** Donelle Hogarth, Director Academic Support Services

**Steering Committee Members:** V.P. of Academic Services; V.P. of Student Services; Institutional Research/Planning Coordinator, Chair of Oral Sub-Committee; Chair of Written Sub-Committee; Chair of Critical and Creative Thinking Sub-Committee; Chair of Ethics/Diversity/Globalization Sub-Committee; Chair of Technology Sub-Committee; Exec. Director of Foundation; and Academic Advisor.

**Competency Sub-Committees:** (Appointed by Committee Chair)

**Oral Communication Members:** TBD – Chair, Judy Giacomini, Cyndi Vandenbark, Steve Smith, Kevin Stump, Lisa Shinn.

**Ethics/Diversity/Globalization Members:** Kent Wright – Chair, Shelby Nichols, Leland Williams, David Coles, Cindy Carey.

**Written Communications:** Donna Brady-Lawler – Chair, Pam Berns, Mike Brownell, Candace Havely, Connie Humphreys.

**Critical Thinking:** Maret Felzien – Chair, Justina McCracken, Connie Henderson, Mike Vair, Rachelle Maker.
**Technology:** Brenda Rhodes – Chair, Brenda Lauer, Brian Cullen, Jaci Mathis, and Kevin Stump.

**Purpose:** To assess student learning outcomes through multiple measures and use ongoing data to alter/improve instructional program and impact institutional budgets to improve student learning.

### *Human Resources Leadership Team*

**Chair:** Renee Johnson, Director of Human Resources

**Committee Members:** Vice President for Student Services or designee; V.P. of Academic Services; one faculty representative from each of the following: Agriculture/Career Technical; Business/IT; BCEC/Physical Education; Math/Science; Humanities/Social Science; one representative from the following: CLC; Extended Studies; Classified Staff; Physical Plant; Administrative Services

**Members:** Dr. Lance Bolton (ex-officio), Ronda Bowey, Dave Durfee, Linda Frick, Stanton Gartin, Judy Giacomini, Donelle Hogarth, Tammy Kallsen, Marilyn Loomis, Brenda Rhodes, Lyle Rose, Jerrod Samber, Kevin Stump, and Alice Weingardt.

**Purpose:** The State Board for Community Colleges and Occupational Education is committed to providing professional development opportunities for faculty and staff that fosters organizational development through activities that develop a better understanding of the system/colleges role and mission, enhances student learning, develops leadership and management skills, and promotes individual and organizational effectiveness pursuant to BP 3-65. To that end Northeastern Junior College, through the Human Resources Leadership Team (HRLT), will develop, promote, and support professional development programs designed to enhance student learning and strengthen management and leadership skills of NJC employees at all levels. (Meets Monthly)

### *Learning Services Council*

**Chair:** Stanton Gartin, V.P. of Academic Services

**Committee Members:** V.P. of Academic Services; Director of Extended Studies; Director of Academic Support Services; Director of Library Services; V.P. for Student Services; Director of Counseling; Registrar, Director of Distance Learning, Academic Department Chairs.
**Members:** Angie Anderson, Mike Anderson, Ronda Bowey, Judy Giacomini, Candace Havely, Marci Henry, Donelle Hogarth, Brenda Lauer, Steve Smith, Scott Thompson, Cyndi Vandenbark, Kent Wright, and Brenda Zink

**Purpose:** To address and review academic issues facing the college, enhance communication, generate FTE. (Meets Monthly)

### *President's Leadership Team*

**Chair:** Dr. Lance Bolton, NJC President

**Committee Members:** Chief Business Officer; V.P. of Student Services; V.P. of Academic Services, Human Resources Director, NJC Foundation Executive Director, Faculty Association President, Athletic/Event Center Director, ASG President
**Members:**: Pat Fox, Stanton Gartin, Judy Giacomini, Renée Johnson, Laura Speaker, Celeste Delgado-Pelton, Jerrod Samber, and John Lloyd.

**Purpose:** To facilitate communication, planning a coordinated administration among all college departments and divisions. Members regularly analyze the state of the college to determine the best course of action to advance the college mission and goals.

### *SPIRIT COUNCIL*

**Chair:** Whitney DeSanti, Director of Residence Life & Student Activities

**Committee Members:** Five Student Services and Faculty Members; Five Community Members; and 10-25 Student Representatives

**Members:** Cindy Carey, Celeste, Delgado-Pelton, Judy Giacomini, Candace Havely, Marci Henry, Donelle Hogarth, Renée Johnson, Janie Marin, Emma Pena-McCleave, and 2 students.

**Purpose:** The SPIRIT Council stands for "Student Problem Identifying and Resolving Issues Together". This council, by setting up a network of support with administrators, faculty, staff, students, and the community, meets to discuss, review, and resolve identified concerns relating to cross-culturalism issues on the NJC campus.

### *Online Distance Learning*

**Chair:** Cyndi Vandenbark, Director of Distance Learning

**Committee Members:** Ronda Bowey, Cherie Brungardt, Stanton Gartin, Marci Henry, Donelle Hogarth, Connie Humphreys, Brenda Lauer, Misti Lauer, Steve Marshall, Jaci Mathis, Justina McCracken, Ronda Monheiser, Brenda Rhodes, Lisa Shinn, and Kevin Stump.

**Purpose:** The NJC Online Distance Learning (ODL) committee is charged with the advancement of online course offerings and degrees at NJC. They are responsible for establishing and defining online course offerings/degrees, course standards, course quality assurance, and instructor training.

### *Safety/Security Committee*

**Chair:** Judy Giacomini, VP Student Services

**Committee Members:** Dr. Lance Bolton, Roy Brevik – Sterling Police Chief, Maret Felzien, Stanton Gartin, Sarah Goepel, Candace Havely, Nicole Marshall, Rick Myers, Kathy Rice, Lyle Rose, Steve Smith, Whitney DeSanti, Jim Stewart, Scott Thompson, and Tracy Yahn.

**Purpose:** To enhance and improve campus security programs/services for NJC students and employees.

# College Ad-Hoc Committees

***College Hearing Board***

**Chair:** Appointed from the Board Membership

**Committee Members:** Appointed by College President – College Administrative Representative; three Faculty Representatives; and one ASG Student Representative; other representatives may be added at the discretion of the College President

**Purpose:** To hear all student disciplinary appeal cases through the student judicial system beyond the residential life program and after decisions by the Chief Judicial Officer. (Meets as Needed)

***Commencement Committee***

**Chair:** Judy Giacomini, Vice President for Student Services

**Committee Members:** College President; Student Ambassador Advisor; ASG Representative; Physical Plant Director; Food Service Manager; Director BCEC/Athletics; Director of Marketing Services; President of Faculty Association; and additional members as appointed

**Purpose:** To plan, organize and conduct the annual college commencement and reception. (Meets as Needed)

***Planning Council (Action Priorities)***

**Co-Chairs:** Dr. Lance Bolton, NJC President and LeeAnn Nichols, Director of Institutional Research, Planning, and Development

**Committee Members:** Approximately 25 members appointed by the President.

**Purpose:** To develop action priorities for succeeding year - these in turn become instructional program directives and budget allocation indicators, and provide overarching institutional goals. Each unit devises individualized goals to support and facilitate action priorities. (Meets weekly during February and March)

***Peer Review Panel***

**Chair:** Elected by panel members as per procedures established under SP 3-20a

**Committee Members:** The Faculty Association shall elect a panel of thirteen members from the regular faculty in September of every even-numbered year.
2008-10 Panel Members: Pam Berns, Maret Felzien, Connie Henderson, Connie Humphreys, Ronda Monheiser, Darrel Parker, Layton Peterman, Lisa Shinn, Kevin Stump, and Mike Vair.

**Purpose:** This panel is established to hear faculty requests for review of a college president's action which may be appealed under BP 3-20.

***LEARN ADVISORY COUNCIL***

**Chair:** Emma Pena-McCleave

**Council Members:** Yessica Orantia, Alma Blagg, Lupe Casias, Celeste Delgado-Pelton, Paul Garcia, Gail LaForce, Yolanda Lambrecht, Misti Lauer, Lara Lidia, Jose Munoz, Richard Ontiveros, Cindy Reyes, Zulema Rubio, and Eric Salinas.

**Purpose:** To motivate students at NJC to continue their studies, and to inform, encourage, and motivate high school students and their parents to make higher education a priority in their future.

Revised: 8-08

## Organization Sponsors

The advisor is a professional staff member who is selected for one year with his/her consent. Broadly speaking, the advisor is responsible for three major functions: *Maintenance* -activities that serve to sustain the existence of the student organization and keep it in good standing; *Growth* - activities that improve the operation and effectiveness of the group and help it progress toward its goals; and *Program Content*- educational functions that parallel, complement, or supplement the formal curricular offerings of the college. The sponsor should attend all meetings, assist in managing the financial records and purchasing activities, supervise activities, and help maintain acceptable standards of conduct.

**ORGANIZATIONS AND SPONSORS:**

Aggies ..... Mike Anderson
Ambassadors ..... Brock Baseggio
ASG (Associated Student Government)
..... Whitney DeSanti and John Lloyd
Auto Tech ..... Kent Wright
Business Club/SIFE ..... Amanda Kerker
CAB (Campus Activities Board)
..... Whitney DeSanti and Natalia Bucher
Cheerleading/Danz .....Jaci Mathis
Chess Club .....Leland Williams
Collegiate Cattlewomen .....Lisa Shinn
Cosmetology Club.....Julie Rhine
Criminal Justice Assoc. .... James Stewart
Crossroads.....Brenda Lauer
Diesel Club..... Justin Mertens
Dowis Hall .....Alisa Frye
Equine Club ..... Coleman Briggs
Farm Bureau (Collegiate) .. Mike Brownell
Future Teacher Club ..... Brenda Zink
Graphic Design Club .....Jaci Mathis
Herbie Hall .....Anne Hanson
Honors Program .....
.....Celeste Delgado-Pelton
Intramural Sports.....Jerrod Samber
Livestock Judging..... Ben Cooley
Math & Science Club..... Dave Coles
Music Groups .... Celeste Delgado-Pelton
New Voices .....Connie Humphreys
NJC Players ..... Ken Kendall
Nursing ... Julie Brower & Rachelle Maker
Outdoor Recreation..... Dave Coles
Ornamental Horticulture .....David Durfee
Peer Helpers ..... Steve Smith
People of Diversity .....
.....Emma Pena-McCleave
Phi Theta Kappa .....Brenda Rhodes
Plainsman Pathways.....Patrick Kelling
Plainsman Shooters ..... Dave Hoselton
Poole Hall..... Steve Soza
Psychology Club ..... Scott Thompson
Residence Life .....Whitney DeSanti
RN Nursing Club .....Julie Brower
Rodeo Club .....Brian Cullen
Senate..... Whitney DeSanti and Bailey McComb
SIFE/Business Club .....Amanda Kerker
SOTA (Students Over Traditional Age)...Cindy Carey
WGRB Hall.....Janel Walton