LEADERSHIP TEAM MEETING

Tuesday, February 4, 2014
9:00 a.m.
President's Office

MINUTES

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

- **Enrollment** – *Jay*
  - CCCS Report
    - Head Count as of 1/29/2014 was 1,388. Up 2.4%.
    - FTE as of 1/29/2014 was 552.13. Up 5.7%.
    - NJC is one of four colleges that are seeing enrollment increases. NJC had the biggest increase on this report.
  - Report from Derek Herbert
    - Head Count as of 2/3/2014 was up 1%.
    - FTE as of 2/3/2014 was up 4.72%.

- **Advisory Council Meeting Agenda Items (Meeting will be February 20th)** – *Jay/Shawn*
  - The following will be agenda items at the next Advisory Council Meeting scheduled for February 20th.
    - Student Success
      - Phi Theta Kappa All Colorado Academic Team Winners
    - Faculty/Staff Success
      - Introduction of New Staff
      - Classified Employee of the Year Recognition
      - Professional/Technical Employee of the Year Recognition
      - Star Performer of the Year Recognition
      - Faculty of the Year Recognition
    - Foundation Fundraiser Event Update – Gail LaForce
    - Athletic Update – Marci Henry
    - Hoops Homecoming – Jack Annan
    - President's Report

- **CCCS Request: Professional Development** – *Jay*
  - Jay received a request for information from the System Office for the State Board. The State Board has requested a report from each community college, which will be delivered to them at the March Board meeting, on the professional development plans at each of the colleges. They provided a template for the colleges to use. It is due to them by Friday, February 14th.
  - Jay asked that each Team member go back to the respective areas and make a list of all professional development efforts in their areas. Stanton will email the faculty and ask them for this information as well.
  - We are using the 2013-2014 academic year as the frame of reference.

- **iPad Initiative** – *Jay*
  - Core Committee
    - Jay will be creating a Core Committee that will meet with him weekly to research and answer questions about the iPad transition. Committee members will include Stanton, Cherie, Cyndi Vandenbark as well as a couple of faculty members. Jay is trying to identify who those faculty members will be.
    - Jay will be planning and setting up the visit with the iPad College in Dodge City, Kansas.
  - Core Institute – Shawn
    - Shawn passed out the list of faculty and staff that volunteered for the Core Institute that will be held during Spring Break. The list contains 23 faculty and staff members. There are several areas on campus that are not represented in the list including Nursing and the Math/Science area. He is trying to find volunteers from these areas. Once the list is complete, he will cut it down to 20 faculty and staff members. Jay indicated this training will be six hours a day with a one hour lunch break in the middle of it.
  - Finance – Tyler
    - The System Office has transferred the $200,000 Innovation Funding to the colleges.
    - CCCS has already established a system wide purchasing agreement with Apple for hardware and the App Store.
    - IT has ordered a set of iPads and Apple TVs. They should be here next week. Faculty and staff will not have them in their hands until the end of February to early March however.
    - Purchasing has posted a sole source bid out on the state BIDS system. The bid closes on Friday and the large bulk purchase will be made next week.
    - The Professional Services Agreement for the Core Institute scheduled for March is being finalized this week.
    - We have found iPad covers from several 3rd party vendors. Samples have been requested and are being shipped for review prior to making a final decision. The covers will have the NJC logo on them.
    - Jay commented that he has been receiving emails and requests from online publishers. He would like to arrange a "trade show" of some sort perhaps in the ballroom where online publishers can come and exhibit their eBooks.
  - Ideas & Suggestions – Stanton
    - Stanton brought up several ideas and suggestions concerning the iPad transition.
      - Books –eBooks will make books cheaper for students, but when you consider that when a student buys a paper book and then re-sales it (if they choose to) back to the bookstore – it is probably a wash cost-wise for books. Connie asked if an eBook can be returned if a student decides not to take a class. No one knew the answer to that question.
      - Stanton asked what we will do with part-time students, high school students , ABM students, online students and students who are strictly taking non-credit classes such as CPR and First Aid. These details will have to be worked through.
      - How will NJC handle broken iPads? Will we require students to buy the Apple Care Plan?
      - Will the iPads be part of tuition and fees? If NJC wants to include it as a fee, we will have to ask for approval from the State Board at the April State Board meeting. Gail noted that if it is classified as a fee that will help scholarships cover the cost.

- Stanton brought up the rent to own idea of iPads for students. He was thinking of four payments over two years, such as $175 per semester. The concern with that is what if a student leaves school early and takes the iPad with them. Stanton indicated that we could put software on the iPads that would track them and disable them. Steve asked if a student takes an iPad before it was paid for would the police be called and reported as a criminal offense. Stanton brought up the idea of sending the student a box and a label to have the iPad shipped back to us. Tyler mentioned that state tax refunds could be intercepted from students that took an iPad before paying for it.
- The Leadership Team discussed what we would do if a student already owned an iPad 4 or iPad Air. Could we purchase that iPad from them and use them as loaners?
- There are a lot of questions that need answered. Jay is hoping that the Core Committee he is creating will answer most of these tough questions.

- **Sterling Xpress and NJC Foundation** – *Gail*
  - A team of investors have come together and have agreed to help pay for the lights needed for the NJC Baseball Field. One investor has already given $40,000 to the project. The investors are going to give the funds to the NJC Foundation so that they can receive a tax credit for this donation. The cost of the lights for the baseball field will be a little over $120,000.

- **Art Gallery Insurance** – *Gail*
  - Every five to seven years, the NJC Foundation is required to have an appraisal/audit of the art collections that the NJC Foundation owns. After the appraisal/audit was completed, Gail received a letter from the insurance company that stated that because NJC does not have alarms on the paintings or art gallery doors, the current insurance company will be dropping the insurance coverage on the art galleries in 60 days.
  - Gail indicated that alarms will need to be installed on the pictures or the doors of the art galleries. The projected cost of this is still being calculated. The art galleries in E.S. French will have alarms added into the renovation plan. Jay brought up the idea of moving the Tennant Gallery over to E.S. French and moving the Peter Youngers Art Gallery over to the Hays Student Center where the Tennant Art Gallery is.
  - Gail indicated that the Art Committee is meeting tomorrow and they will discuss this more.

- **NJC Farmland Auction** – *Tyler*
  - NJC has 45 acres of farmland on County Road 34 that we are going to sale. Mark Reck will be handling the auction of the farm land. The assessed value of the land is $200,000. There are also water rights for this land that will be sold and that will be the variable in this sale. The proceeds from the sale will go to improve the equine facility that we lease from the City of Sterling that is north of the Fairgrounds. The NJC Foundation also has funds that were donated over the years for this project that will be combined with the sale proceeds. Tyler and Jay will get final approval from the State Board to sale this land.
  - Tyler also indicated that the appraisal from the NE 18 and Plainsman Grill came in on Monday. The selling of this land and its facilities will go to help endow the HOPE Scholarship.

- **NJC Net Metering** – *Tyler*
    - Reviewed Financial Analysis, while risks of utility rate reductions does exist should deregulation or energy prices decrease happen in the future, they must be significant before they impact the agreement.
    - The same legal review and risk mitigation strategies in compliance with state fiscal rules developed for the community solar garden are being incorporated into the net metering agreement.
    - Working to finalize and get final legal approvals in the next week.

- **Innovative Educator Webinars** – *Jay*
    - Jay thanked Ronda Monheiser for making him aware of the Innovative Educator webinars. They have various topics including Cheating in an Online Environment, Student Motivation, Legal Issues in Higher Ed and Successful Student Recruitment Strategies. Usually this company charges for these webinars, however CCCS has a coupon code that can be used so that the webinars are free to CCCS faculty and staff. If you are interested in obtaining the code for a webinar please let Jay know.

- **Photo IDs and Banner** – *Steve*
    - The System Office recently sent information to the college's IT Departments about how to merge student pictures into Banner. Steve noted that this will be one more way of security. Steve will be meeting with Cherie Brungardt next week to go over the details of this project. Steve commented that once the technical issues are resolved, the process will go fairly smoothly.

- **Inclement Weather Policy** – *Renee/Steve*
    - The President's Cabinet recently updated the Inclement Weather Policy. Renee sent an email out last week to the campus with the updated Inclement Weather Policy.

- **Next Leadership Team Meeting** – *Tuesday, February 18th – 9:00 a.m.*
    - We won't have a meeting February 11th.