



**President's Cabinet Meeting Minutes**  
**June 28-29, 2010**  
**Airport Campus, TRF**

**Attendees:** Clinton Castle, Cindy Cedergren, Steve Crittenden, Ron Dvergsten, Scott Fletcher, Mary Fontes, Bob Gooden, Kent Hanson, Stacey Hron, Shannon Jesme, Dan Klug, Norma Konschak, Becky Lindseth, Jim Retka, Anne Temte

**Absent:**

**Guests:** Scott Godfrey, Jason Trainer, Julie Fenning

Topic	Responsible Party	Discussion/Outcome
Day 1: Budget Discussions	Temte, Lindseth, Jesme	<p>FY10: An updated FY10 budget was reviewed; it indicated a \$303,262 fund balance, which does not include employee separation costs. Questions were discussed. It was noted that the final year- end balance won't be known until mid to late August. Discussion was held on various funds that needed to be rolled over into FY11, and would ultimately reduce the fund balance. After discussion, it was determined that unspent Repair and Replacement and unspent resale revenue profits would not roll over.</p> <p>Discussion was held on establishing a firm May cut-off date for faculty and other seasonal employees to make FY11 expenditures, unless specific approval is obtained from an administrator. Shannon Jesme will research what other colleges are doing to wrap up expenditures prior to the end of the academic and fiscal year.</p> <p>FY11: An updated FY11 budget forecast was reviewed, which indicated a \$567.00 surplus balance. Discussion was held on distance education costs and revenue, and equipment budgets. An updated FY11 Stimulus Budget was reviewed.</p>
2. Organizational Structure	Temte, Lindseth	Becky Lindseth distributed and led a discussion on various implications for changes in services related to depts. that experienced staff reductions, primarily in creative services/public relations and IT areas. An updated organizational chart, effective July 1, was reviewed. Discussion was also held regarding institutional work study needs and availability of funds.
3. Policy Review		Academic policies submitted by Kent Hanson were approved, effective July 1 <sup>st</sup> . A first reading of an Employee Evaluation Policy and Procedure were briefly reviewed, and members were asked to review it and bring comments to the next meeting for final

		review before going to Shared Governance. An evaluation form needs to accompany the procedure.
4. Safety Campaign/Environment	Julie Fenning	Julie Fenning made a presentation on a Safety Management System that is being implemented in phases over a period of time. She reported on the consequences of not complying with requirements and a discussion was held regarding enforcement of the requirements.
5. Criteria for Out of State Travel Approval	Lindseth, Konschak, Temte	A list of criteria to consider when approving out of state travel requests was discussed. The list included: Related to program or college accreditation; Employees presenting at national conferences; Certification related to position; Professional Development funds (100%); Grant Funded; Club-funded; Student Life; Employee is a board member of a national/regional council; Consideration of the number of employees attending a conference; College or program mission centered; D2L improvement/enhancement; Specific training required to perform job duties. These criteria should be considered before approving any out of state travel. If none of these criteria are present, supervisors may still use discretion on whether or not to approve the travel, prior to the President's approval.
6. Office of Legislative Audit	Lindseth, Jesme	Becky Lindseth and Shannon Jesme reported on a list of OLA findings for fiscal years 2006-2008. They stated that by Sept. or October, there should be only two outstanding findings not yet corrected. President Temte commended Becky and Shannon for their diligent work on resolving and taking steps to correct the numerous findings cited in the last audit.
7. Distance Minnesota	Hanson, Temte	Kent Hanson and President Temte reported on the reorganization of Distance Minnesota, and that MSCTC would be dropping out of the consortium beginning July 1, 2011. Bemidji State University will join the consortium in FY11.
8. Unmanned Aircraft Systems	Fletcher, Retka	<p>Scott Fletcher reported that a Federal Appropriations grant application had been submitted, with a potential for \$2 million, and another for \$3 million. Awarding of those grants will be known between July and October. He noted that the NCTC Foundation had applied for a grant from Lockheed for \$40,000. These grants will help the UAS program move forward. Scott reported on the potential to lease UAS equipment from the Grand Forks Air Force Base and other industries. He recently met with congressional leaders in Washington DC.</p> <p>Scott reported that the City of TRF will soon break ground for a hangar for UPS . He reported on the potential to lease space in that hangar for future needs. He reported</p>

		<p>that the current runway is sufficient for UAS landings. He reported on preliminary discussions with China for potential maintenance training.</p> <p>Jim Retka reported on various curriculum components he is working on with various companies; plans are to implement portions in Fall 2011; He noted that a UAS technician must be a Certified A &amp; P Mechanic in order to enroll in the UAS program. He reported on various aspects of the UAS curriculum that will align with portions of other programs, specifically Electronics.</p>
9. Image Perception Research Project	Klug, Trainer	Jason Trainer summarized the findings of the Image Perception Research Project conducted by Norma Smith. Various components of the findings were discussed. It was noted that two different strategies are needed to market traditional and non-traditional students. Discussion was held on the official use of "Northland College" in marketing pieces.
Day 1 adjourned at 4:15 p.m.		
<p><b><u>Day 2:</u></b></p> <p>10. 2010-11 NCTC Fact Book</p>	Godfrey	<p>Scott Godfrey reviewed the revised Fact Book and discussion was held on various data in the book. Some of the questions were: how does NCTC compare to our peer/sister colleges on the number of programs offered; how does NCTC rank against other colleges in composite scores (particularly primary reserves). It was noted that it is difficult to compare true tuition rates against other colleges, since colleges do not include differential tuition rates in their data. Scott reported that the Fact Book and other documents can be found in D2L, and is labeled NCTC Data Repository.</p> <p>Discussion was held on various grants under development, and the need to post that information in the Repository Site. It was suggested that Sustainability documents be added to the site. Discussion was held on various work plans and action plans as they relate to the President's Work Plan, Division Work Plans, and Committee Action Plans. Scott can meet or communicate with committee co-chairs to define more clearly what is needed in the committee action plans for FY11.</p> <p>Scott reported on the surveys the college conducts annually. Various processes for administering, communicating the results, and utilizing the data were discussed.</p>
11. Budget Planning	Temte, Lindseth,	It was reported that the state is facing a \$6 billion deficit in the next biennium. This

	Jesme	<p>deficit could mean an approximately \$2 million shortfall for NCTC in FY 12 &amp; FY13. President Temte stated she was sure more cuts will be needed in FY12 &amp; 13 to balance the budget. It was noted that class caps need further review to maximize ratios and reduce costs. Changes in class caps made in Fall 2010 are not effective until Fall 2011.</p> <p>Discussion was held on the role of the Finance Committee with the budget idea forum and the budget development calendar/process. It was noted that faculty recommended that the submitting of ideas should not be done anonymously. This topic may be included in the faculty in-service. Ron Dvergsten suggested that each program and division develop a business plan – identify true needs, opposed to rolling over budgets from year to year; examine each cost center over a period of 4-5 years.</p>
12. Contract Information	Jesme	Shannon Jesme presented samples of contracts required for various contracted services and the differences between them. Discussion was held on whether minimum amounts are considered when a contracted service is needed. Shannon will research a Standard Operating Procedure that was developed by Dennis Paesler, and will report back to the Cabinet to clarify questions raised.
13. Community Interaction Plan	Klug	Dan Klug presented information and led discussion on an intent to coordinate college administration to intentionally interact with respective community leaders, service groups and communities at large. The idea of open public forums was discussed; discussion was held on releasing and marketing the Higher Learning Commission final report after the Board of Trustees accepts the report in October- to focus on the college's strengths and positives. Cindy Cedergren will compile the information submitted by Cabinet members last year on their service on local, regional and state boards, and will ask members to update their information. After that is completed, the Cabinet will review where there are gaps in organizations where the college should be represented, whether they officially represent the college, or unofficially by serving only because of personal interest.
14. Fall In-Service Agenda	Konschak	A draft agenda was reviewed and modified. A brief discussion was held on reinstating a new employee orientation session.
15. UAS Potential for NCTC	Temte	President Temte reviewed the impact and potential for this emerging industry. The Cabinet needs to promote the "potentials" to the college, community, and region. We need to get more existing faculty involved in the planning stage. Ideas suggested included: Foundation-sponsored dinner; speakers from UAS industry to validate the potential of spin-offs of the UAS program.

Day 2 adjourned at 4 p.m.		
Next meeting		The July 15 <sup>th</sup> Cabinet meeting was canceled due to several absences. Next meeting: <b>Thursday, July 29; EGF Campus, Room 115; 9 a.m. -2:30 p.m.</b>

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