

President's Cabinet Meeting Minutes


September 16, 2010; 9 a.m.

EGF Campus Room 115



Attendees: Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergsten, Scott Fletcher, Mary Fontes, Scott Godfrey, Bob Gooden, Kent Hanson, Shannon Jesme, Gene Klinke, Norma Konschak, Becky Lindseth, Jim Retka, Anne Temte


Absent: Stacey Hron, Gerry Schulte, Jason Trainer, Dan Klug (Dan and Jason attended small portion of meeting)


Guests:

Topic	Responsible Party	Discussion/Outcome
1. Recording incoming calls	Temte	Steve and Mary reported on feedback received from student affairs staff on the idea of recording calls coming into a specific line accessed from a web link, as discussed at the last Cabinet meeting. After discussion, the Cabinet determined there is no compelling reason to implement the recording option on this web link for prospective student inquiries at this time.
2. Forum with TRF Chamber of Commerce	Temte	President Temte reported the TRF Chamber may be interested in co-sponsoring a public forum and will take it to the appropriate committee for further discussion. The intent of the public forum would be to inform the public of the upcoming budgetary issues within MnSCU and the college, and hopefully prevent negative publicity from public reaction when reductions are announced this fall.
3. 2012 Bonding Request 	Lindseth	<p>Becky reported that it was determined that neither campus would be submitting a 2012 capital bonding request to MnSCU, but an initiative (limited to \$500,000) will be submitted for the Rad Tech program in EGF. President Temte reported that, in light of the severe budget outlook, MnSCU may focus its efforts on seeking HEAPR funding, to maintain and upgrade existing college facilities, rather than requesting funds for large capital bonding projects for expansion/new space.</p> <p>Discussion was held on space utilization issues and how they affect the college's ability and likelihood of acquiring funds for future projects. We are currently at 70% occupancy college-wide. Discussions will occur on how the college can capture more of the actual usage of space, including such things as (TBA) lab time, study groups, etc. A group is meeting on 9/28 at 2 p.m. to discuss this further. It was suggested there could be an open forum for any interested employees to attend, to create a better understanding of this issue and what can be done to improve the occupancy rates through scheduling changes, etc.</p>

4. Whitney Harris Visit	Klinke, Lindseth, Temte	Good discussions were held during the recent visit by Whitney Harris, the OOC Executive Director of Diversity and Multiculturalism. He had lunch with a group of students and discussed various student concerns. One of the questions raised by students is why, if they are approved to charge books in the bookstore, can't they charge necessary school supplies, such as notebooks, pens, etc. Shannon will check into this inquiry with the financial aid dept.
5. Board of Trustees Visit	Temte	President Temte stated that Board of Trustees Members Scott Thiss (Chair) and Phil Krinkie have both expressed interest in visiting the college this fall ; Scott Thiss may visit on Oct. 13 or 14 th . She will keep the Cabinet informed as plans develop.
6. Administration/Managers Evaluation	Temte	President Temte stated that all members of the Cabinet must be evaluated on an annual basis by their supervisors. She will share the format she uses to evaluate her direct reports, but members may continue to use whatever format desired, until such time a specific format is developed. She set a goal for all Cabinet members to be evaluated within the next two months. It was noted that members do not need to wait for a notice from Human Resources to conduct the required evaluations, but rather set up their own evaluation schedule and reminder method.
7. Institutional Work Plans	Temte	Cindy was asked to arrange a meeting with Jim, Dan, Scott & Biggi to discuss the areas in the work plan related to entrepreneurship initiatives and goals. Kent and Becky are working on updating the academic/student affairs and administrative services work plans respectfully.
8. Report from L. Council and BOT Meetings	Temte	<p>President Temte reported that the current Mission and Vision Statements were reaffirmed at the Sept. 15th Board of Trustees meeting, as required by MnSCU policy. She reported on the Finance and Administration Committee of the Leadership Council and the fiscal outlook for FY11-13. The Office of the Chancellor announced that 41 positions at the OOC are proposed to be cut, and the 7th Floor lease will be discontinued, in order to reduce the OOC budget by \$5 million. President Temte reported that MnSCU is projecting a \$560 million loss in FY12; \$524 million in FY13, for a total of \$1.08 billion over the biennium. This projection would equate to a \$2.9 million reduction to NCTC over the two years. President Temte will share this information in the weekly update and at the Sept. All-Employee meetings.</p> <p>She reported that according to an OOC report run on 8/31/10, the college declined by 62 FTE in employees from FY08 to FY10, the highest decrease in FTE in the system. This data needs to be verified, as it may not include the appointments of part-time instructors for fall semester.</p> <p>President Temte recommended that members closely monitor travel costs (particularly out of state), to curb spending in those areas whenever possible. She asked that members think about areas or activities of the college that may be less important than others, to help in identifying</p>

		<p>where reductions can be made without effecting enrollments or essential services to students.</p> <p>The budget idea online forum is being developed and will be soon ready for release to employees.</p> <p>President Temte stated that the Board of Trustees is focusing on three areas, as the budget crisis becomes more severe:</p> <ol style="list-style-type: none"> 1) Physical facilities – maintaining the integrity of the campus buildings 2) Providing resources for results- awarding some allocation funds, based on performance 3) Realign/reorganize - eliminating duplicate programs; possibly regionalizing programs and/or services; closing or consolidating colleges. <p>Discussion was held on the college’s assessment model and processes, and fundamental courses. Dean Dalen stated we have a higher percentage of students who have very low skill levels. Discussion was held regarding the college’s practice of allowing students to take a high number of credits, regardless of the success rates. Discussion was held on the concept of delayed start dates for specific programs that would benefit from an alternate calendar.</p>
<p>9. Retirement of College Logo</p>  <p><i>Retired September 16, 2010</i></p>	<p>Klug, Trainer</p>	<p>Dan requested the Cabinet officially approve the retirement of the current graphic logo, and to use up all existing supplies of printed material with that logo. All new or reprinted materials would use the text logo (college name only) that has been used on the website for a period of time. An icon that may (or may not) accompany the text logo will be developed in-house and three choices will be presented to Cabinet in the near future. After Cabinet review, they will be shared with all employees for a vote. It was noted that the Style Guide needs to be updated so employees will know the proper usage of the logo and icon. Dan and Jason stated that no additional costs will be incurred to retire the existing graphic logo and switch to the text logo and icon. All existing materials should be used and a timeline of approximately one year will be set as a cut-off date for using products/supplies with the retired logo. The Cabinet approved and supported this proposal and Jason will communicate this information to employees.</p>
<p>10. E-timesheets/Payroll</p>	<p>Lindseth</p>	<p>Becky reported that the college will be participating in a pilot project that will interface e-timesheets directly into the system’s payroll. This project will be implemented in pay period ending 9/28, and cements the deadlines set for the submission of timesheets by the employee, approval from supervisors, and the release to payroll. The deadline for all timesheets into payroll is now Monday at noon. Tiffanie will lock all timesheets on Monday afternoon. Employees must contact Tiffanie to unlock their timesheet in order to resubmit any unexpected</p>

		changes to their timesheets due to leave for approval by their supervisor. Supervisors may choose to set an earlier deadline for their employees to submit timesheets to them, in order to meet this earlier payroll deadline.
11. Tenth Day Enrollment	Fontes Godfrey	Mary and Scott reported the following data: Headcount is down by 4% over last year's 10 th day enrollment; FTE is down 2%. We are still good in terms of enrollment projections used for the FY11 budget.
12. Roundtable Reports	All members	 <p>Clinton Castle - a decision will be made to either delay the \$1.4 million TRF roofing project until May 2011 (since the project will interfere with the use of some classrooms and gym use), or to complete the project in stages so interference would be minimal. He is awaiting a final decision from the OOC. Construction for New Media is soon complete, primarily waiting for carpet and installation.</p> <p>Rocky Ammerman – registration for spring semester is only one month away!</p> <p>Jim Retka - progress is being made toward a conversion of Fund 120 to Fund 110 in FY12, and integration to a Lumens on-line registration system for COI, to be implemented in May 2011. This software is being funded by the MnSCU system.</p> <p>Scott Fletcher - the exposure gained from being on the cover of the AMT magazine was very good. They have 60 prospective students for the UAST program for next fall. He reported on the potential to sell the UAST curriculum to four schools who have expressed interest. He reported on the potential funding for two mobile labs containing Predators, and recent meetings with UND and Northrop Grumman.</p> <p>Kent Hanson - the UAST curriculum was approved at first reading with the AASC. He and Norma are working through the program sustainability processes and identifying programs in the respective categories.</p> <p>Shannon Jesme – still working on year-end processes; scheduling training sessions for faculty to use program accounting on the web; she will provide training to the Cabinet at the next meeting.</p> <p>Anne Temte – will be on vacation next week; will send out a weekly update this week-end.</p> <p>Ron Dvergsten – working on FBM Task Force; NCTC fared well in the key performance indicators;</p>

		<p>The Farm Operations and Management faculty vacancy has been reposted, due to a failed search.</p> <p>Scott Godfrey – working on fall IPEDS collection process. Grants in progress – Mobile Simulator Lab; Virtual welding equipment; Federal motor vehicle</p> <p>Mary Fontes – acquiring funding from various dept. budgets to cover the cost of purchasing Hobson's (a customer relations management program).</p> <p>Norma Konschak – has posted for a faculty position in New Media after fall semester; Part-time temp for Accounting needed; Needs to replace a nursing CLA position following resignation; meeting again soon with TRF salon owners.</p> <p>Gene – Minn. Education Fair is Wed, Sept. 22 from 9-11 a.m. @ TRF Gym; expecting over 900 students from 16 area high schools. Stop in and visit with students or college reps.</p>
Meeting adjourned at 12:05 pm		
 Next Meeting Date		Thursday, September 30, 2010; 9 a.m. – 12 p.m. – TRF Campus, Room 735