

President's Cabinet Meeting Minutes

Thursday, January 13, 2011

TRF Campus, Room 735

9 a.m.

Attendees: Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Scott Fletcher, Mary Fontes, Bob Gooden, Kent Hanson, Stacey Hron, Shannon Jesme, Gene Klinke, Norma Konschak, Becky Lindseth, Jim Retka, Gerry Schulte, Anne Temte, Jason Trainer

Absent: Ron Dvergsten, Dan Klug

Guests:

Topic	Responsible Party	Discussion/Outcome
President's Comments	Temte	President Temte commented on the recent shooting incident in Tucson, AZ, and how the community college where the shooter was attending was being criticized for not reporting unusual behavior to authorities. Discussion was held on the usage of the Behavioral Intervention Team (BIT) process, a system used to collect and track reports of concerns regarding student behaviors. It was suggested that a reminder about the BIT system be distributed to all employees at least annually.
Tri-Valley Bus Update	Crittenden	Steve Crittenden reported that Tri-Valley and the college would be administering a survey to users and potential users of the bus service. He stated there are some concerns that are yet to be resolved, such as bus cancellations due to severe weather, campuses opening late, etc. There currently is no one assigned to oversee the bus service at Tri-Valley. Tri-Valley is committed to providing the service through this academic year, but it is unknown whether or not the service will continue, since it is based on grant funds.
Vehicle Use Procedure	Lindseth	Becky Lindseth reviewed recent revisions to the procedure. No questions were raised. It was noted that Stacey Hron will handle the Motor Vehicle Records Check process during Julie Fenning's leave.
Roseau Expenses	Lindseth	Becky Lindseth noted that replacement costs for the Roseau site equipment need to be built into future budgets. The equipment at the Mahnomen site was discussed briefly.
Luoma Leadership Academy	Lindseth	Becky Lindseth shared a draft nomination form and selection process that a task group had developed and asked for feedback from members. She recommended that a cost center and budget be created each year to cover costs for 1-2 people to attend each year, opposed to having the costs come from the employees' respective dept. budgets. After discussion, it was decided to utilize the proposed nomination and selection process next year. Due to the lack of time to nominate an employee, it was decided

		that anyone from the Cabinet who was interested in being nominated for this year's program must email Becky by the end of today (Jan. 13). Nominations are due to the Office of the Chancellor by Jan. 17 th .
Legislative Handout/Template	Temte	President Temte asked for input into a document from the OOC, which contains a college profile, and will be included in a legislative information packet. Discussion was held in the following areas: distinctive characteristics; impact of funding cuts on the college during the last three years; with funding at the requested level, what outcome does NCTC project; and how is NCTC helping Minnesota's economy. Members offered points to include in the document, and others were asked to get info to President Temte or Cindy Cedergren as soon as possible. (Attached to these minutes is the final copy of the document submitted to the OOC)
Differential Tuition/Fees	Temte	President Temte stated that, at the request of the Student Senates, she will be consulting with the Senates early in the spring semester. She shared a copy of the revised MnSCU Procedure 5.11.1 Fee Amounts, which contains maximum fees allowed by the Board of Trustees. She asked Cabinet members to review the list and asked if any other fees should be added at NCTC.
Budget Development Process	Temte, Jesme	Shannon reviewed the Budget Development Calendar, making note that budget requests from employees are due by Feb. 11 th . Work is being done on modeling various scenarios for the FY12 budget. A meeting with the OOC finance division is set for Feb. 11 th in Alexandria, which Anne, Becky and Shannon will attend. It was noted that sabbatical expenses for FY12 will be about one-half of this year's expenses (91 credits in FY11 compared to 45 credits projected in FY12). Information regarding changes in defined benefit plans was shared. Another unknown item in the budget is a new process regarding performance based funding from MnSCU. Discussion was held on developing a briefing paper, sharing ideas about improving efficiencies, such as merging more areas within the college, streamlining the number of cost centers supervised by academic deans, making sure "one-time project expenditures" are not carried over into subsequent year budgets, etc.
Swenson House Update	Temte	President Temte reported that the second appraisal was finally received. Appraisals came in at \$825,000 and \$325,000. She stated we are required to advertise the property for no less than the lowest appraised value. She stated she has had discussions with the OOC on the possibility of MnSCU utilizing the facility. New MnSCU Associate Vice Chancellor of Facilities, Brian Yoltz, plans to visit NCTC in February to tour and discuss the facility.

Intellectual Property	Konschak	Norma Konschak stated that the college's roles and responsibilities, established by MnSCU, go beyond the expectations of the current Intellectual Property Contact Person, Cynthia Jorstad. Discussion was held on how to assign this responsibility, and whether it could be a shared service with another MnSCU institution or the OOC. This item was placed on the parking lot list for further discussion, after discussions have been held regarding the restructuring of academic services.
Email Filters	Temte	President Temte commented on the recent announcements regarding email filters. She believed the communication was handled well by Scott Foss, but commented that employees should not be "replying to all employees" when they have questions or concerns about a topic. Rocky brought up concerns with the new email filters in regard to social security numbers shared via email.
Bookstore Revenues	Temte	President Temte reviewed language contained in the Bookstore Procedure, and Shannon Jesme will compile a report on the revenue/expense for the fiscal year, indicating how the excess revenue is being spent. It was noted that in the past, the bookstore was the first priority when outstanding accounts were collected, but that will be changed to a lower priority, since the general fund receivables should be the highest priority when accounts are collected.
Copyright Materials	Fontes	Mary Fontes stated that a written plan is required by the Higher Education Opportunity Act, as a condition for receiving student aid, to effectively combat the unauthorized distribution of copyrighted materials by users of the college's network. The following members volunteered to serve on a task group to develop this plan: Shannon J., Steve C., Stacey H., Mary F.
Preliminary CFI	Jesme	Shannon Jesme reviewed comparison charts of the Composite Financial Index among other MnSCU colleges from 2007-10. She noted that the system average for 2010 was 3.34 and NCTC's CFI was 1.80. NCTC's previous years' CFI was: 2007: 1.45; 2008: .71; 2009: 2.48. (The higher the number the better). Shannon stated NCTC has made significant improvements, based on several factors.
Seven measures of financial health and compliance	Jesme	Shannon Jesme shared the following list of seven measures being established by Board policy, that will be approved next week: <ul style="list-style-type: none"> • Repair and replacement expenditures per square foot of at least \$1.00 per square foot (annually) • Overdraft in a local bank account during the fiscal year (daily) • MnSCU to MAPS(SWIFT) reconciliation (quarterly) • Timely and complete bank reconciliation (monthly)

		<ul style="list-style-type: none"> • Accrual net operating revenue (annually) • Low accrual primary reserve level (annually) • Composite Financial Index (CFI) score (annually) <p>She reviewed some of the consequences of not meeting these expectations.</p>
Business Services Roles/Respons.	Jesme	Shannon Jesme explained the rationale for making recent changes in the roles and responsibilities within Business Services. Many of the changes were based on the seven indicators being established by the Board, and the college's ability to meet those expectations with current staffing. President Temte and Shannon asked supervisors to support the supervisors and employees who have made significant changes in their roles and responsibilities.
Office of Civil Rights Visit	Dalen	Dean Dalen reminded members of the OCR Visit scheduled for March 21-24. A number of Cabinet members will be asked to meet with the team members on various topics. Some of the key areas include: facilities, financial aid, registration, other student and support services, and marketing. A task group will be established to work on segments of the visit, gather information for the resource room, etc. Possible members mentioned included: Cindy Cedergren, Kristi Lane, Bob Gooden, Clinton Castle, Kirsten Michalke, Rocky Ammerman, Nicki Carlson, Gerry Schulte, and Stacey Hron. Dean will call a meeting of this task group in a couple of weeks.
April 1 st In-Service	Lindseth	Becky Lindseth asked if anyone had topics or plans for the in-service scheduled on April 1 st . (designated as a faculty in-service on the academic calendar). She reported that at a recent AFSCME Advisory Council meeting, a member inquired about whether there would be a Support staff in-service this spring, noting that there may be AFSCME staff development funds to cover the cost for a guest speaker. It was noted that April 1st is the start of fall registration, and student services staff would be at peak work load at that time. An in-service during spring break was suggested as an alternate date; Dean noted that assessments are conducted during spring break. Becky Lindseth will meet with AFSCME and MAPE Staff Development Committees and discuss potential topics, funding, etc, and will report back to the Cabinet.
IT Update	Hron	Stacey Hron reported on the migration of files from the Novell to Microsoft Network, and the time and effort involved. She encouraged members to look at their files on the "N" drive and delete old files no longer needed. She stated there are approx. 500,000 files –many that haven't been accessed for two years. She asked members for feedback on setting Jan. 21 st as a cut-off date for the old printing system. No one was opposed.

USEDA Grant Opportunity	Temte, Fletcher, Retka	President Temte reported that a grant opportunity from the United States Economic Development Administration is being pursued, and if received, would enable the college to make substantial improvements to the airport facility. The grant is based on formula-driven criteria, related to economic eligibility. Potential sources of required matching funds are being discussed, and a meeting with several local, regional, and state officials is scheduled for tomorrow (Jan. 14). There is a possibility of being included in the MnSCU Bonding Bill, and the Governor's Bonding Bill, which could count towards matching funds required by the USED A.
Pres. Emergency Mgmt. Team	Temte	<p>President Temte reviewed a memo from Laura King regarding the formation of a President's Emergency Management Assistance Team (PEMAT), and asked Bob Gooden to volunteer for this team. The team's purpose will be to utilize the expertise of all other colleges and the OOC personnel, if needed during emergencies. With Bob's experience with flood emergencies, he will be a good fit for this team.</p> <p>President Temte will share a document from the OOC on compliance tips for properly managing hazardous waste on campus. She noted that presidents are encouraged to accompany safety inspections on their campuses. During Julie Fenning's absence, Bob and Clinton will be handling most safety and security issues on their respective campuses, with assistance from Kelly Klein if needed.</p>
Personnel Update	Lindseth	<p>Scott Fletcher reported on personnel additions funded by the UAS grant: Starting Jan. 19th – UAS Program Manager (Curt Zoller); OAS position (Anissa Moore); and a UAS Business Development Specialist (under COI) (David Sprague). David will be based in EGF. Two UAS instructor positions are yet to be filled.</p> <p>Becky reported that David Hamilton will fill a faculty vacancy in CVOP; Juan Barrios was laid off as of Jan. 11th, under a settlement agreement with MAPE. Two intermittent positions are being filled in the campus bookstores.</p>
Meeting Adjourned at 12 noon		
Next meeting Date		Thursday, January 27, 2011; EGF Campus, Room 115; 9 a.m. – 11 a.m.