

President's Cabinet Meeting Minutes

Thursday, January 27, 2011

Polycom to TRF, Room 735, EGF Room 115 (due to brief agenda)

9 a.m – 11 a.m.

Attendees: Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergsten, Scott Fletcher, Mary Fontes, Bob Gooden, Kent Hanson, Stacey Hron, Shannon Jesme, Norma Konschak, Becky Lindseth, Gerry Schulte, Anne Temte.

Absent: Jim Retka, Gene Klinke, Jason Trainer, Dan Klug

Guests: Biggi Haraldson

Topic	Responsible Party	Discussion/Outcome
Update on Aviation Program	Haraldson, Fletcher	Biggi gave an update on enrollments: currently 61 students in AMT program; 133 AMT prospects for fall semester; 60 prospects for UAS (from outside NCTC), and approx. 40 NCTC students interested in UAS for fall semester. He is working with PAMA students on cleaning the facility, disposing/selling obsolete equipment , to make room for updated and useful equipment. The Huey helicopters are being advertised for sale. They will be taking a complete inventory of the equipment that will be kept; all aircraft & various equipment pieces will be repainted and labeled with AMT logos. He is working with Honeywell on equipment donations, in addition to other colleges with discontinued aviation programs – Lake Superior, MSCTC, and St. Cloud. He is working with the FAA on developing AMT courses on-line, and with the Canadian FAA on certification requirements and any additional courses they require for certification. A new aviation brochure has been developed and widely used for marketing the AMT and UAS programs. He will work on the development of on-line training manuals, after all the equipment has been inventoried. He has established a Safety Council for the AMT program, made up of students, faculty and AMT administration. It will meet once per month, and work on corrective and preventive actions. Scott Fletcher reported he had visited and made a presentation at a private aviation high school in Florida.
U.S. Economic Development Admin. Grant	Temte, Others	President Temte reported on an opportunity to apply for a USED A grant to make substantial changes to the airport facility. She stated the grant cannot be used for programming or personnel –only facilities. We need to qualify based on the economic condition of our region. There is a small window of opportunity. The project would involve demolishing old buildings at the site, and building new space for the UAS and Imagery Analyst Programs. The application requires a commitment of local match; MnSCU would have to change their rules to fit this into the capital bonding process;

		<p>we may not have enough information to be included in a legislative bonding bill. She noted that MnSCU officials indicated that they might be willing to change the rules for this project. She reported that she, Scott, and Biggi met with state and federal officials in Washington DC to discuss needs of the UAS program; officials are ready to place efforts into funding upgrades to the TRF Airport and NCTC. Biggi stated that the future need for workers in the UAS field is incredible. Airspace is key to being able to test the aircraft. Delegation letters will be sent to the FAA from various parties involved in Minn. & North Dakota. The next UAS Summit is scheduled in June.</p>
Budget 2011	Jesme	<p>Shannon reviewed the current budget, noting that enrollment has dropped back to FY09 enrollment totals. The budget was originally based on 2,834 gross FYE, and current enrollments indicate 2,732 gross FYE. The current projected deficit for FY11 is (\$402,215), compared to (\$42,064) on 12/1/10. It was noted that some overload assignments may not be included in the academic matrix yet, and an additional 30+ FYE's are expected to be added from FBM enrollments. She compared the FYE totals from previous years: FY11: 2701; FY10: 2,830; FY09: 2,725.</p> <p>President Temte is scheduled to meet with each Student Senate in early February to consult on changes to tuition and fees for next year.</p>
Transfer of EGF Emergency Loan Fund	Jesme	<p>Shannon requested that the EGF emergency loan fund currently held at Franzen Bank and Trust be transferred to American Federal Bank. The Cabinet approved the transfer and authorized the following agents for the account, with the following powers, for Account #8001269850.</p> <p>Becky Lindseth and Shannon Jesme: Exercise all powers listed in the bank records;</p> <p>Michelle Bakken, Kent Hanson, Mary Fontes: Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the financial institution.</p>
EGF Checking Account	Jesme	<p>The following changes were approved on the signatories for the EGF Campus Checking Account # 80006644280.</p> <p>Becky Lindseth and Shannon Jesme: Exercise all of the powers listed on the bank records.</p>

		Kent Hanson, Yvette Schneider, Michelle Bakken: Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this financial institution.
Office of Civil Rights Visit	Dalen	Dean reviewed the schedule for the OCR Visit on March 21-24, noting that Mon-Tues. is primarily facility review and will occupy primarily Clinton and Bob's time. The entrance interview is scheduled for Wed, with review of resource room materials, and Thursday will consist of interviews with various individuals and groups, ending with an exit interview. An OCR team is working on the document collection process.
Use of Northland College name	Temte	President Temte shared that she had been informed by MnSCU General Counsel that the president of Northland College in Wisconsin is concerned regarding NCTC's use of the Northland College name. She is conferring with MnSCU General Counsel on this issue.
Crucial Conversations Training	Temte	Discussion was held on proceeding with scheduling this training. It was determined that candidates will consist of the following groups: Shared Governance Council members, Cabinet members, and individuals within Student Services identified by their supervisors. All candidates will be invited to self-select the sessions of their choice. Three different sessions will be scheduled and may be conducted in (4) 4-hour classes per session). (It was later decided that Cindy C. would work with Norma Smith to move this forward).
Printing Costs	Schulte	Jerry Schulte inquired whether departmental printing expenses need to be included in the FY12 dept. budget requests. Shannon stated they do not need to be included.
Distance Education Committee Update	Hanson	Kent Hanson reported on a recent NCTC Dist. Ed. Committee meeting, stating that the committee set a target to increase distance ed. enrollment by 100% FYE over the next five years. Other topics discussed were upgrading on-line capabilities, test proctoring, more visible promotion of distance ed. courses on college website; adding on-line programs, not just converting current courses to on-line; On-line College in the High School was also discussed with Cabinet. It was noted that student training is needed (perhaps in the high schools) to familiarize new users on how to participate in on-line courses.
Meeting Adjourned at 10:50 a.m.		
Next Meeting Date		Thursday, Feb. 10, 2011; TRF Campus, Room 735; 9 a.m.