

President's Cabinet Meeting Minutes

November 29, 2011

TRF Campus, #735; EGF Campus #115

8:30-11 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, Gene Klinke, Dan Klug, Norma Konschak, Becky Lindseth, Jim Retka, Gerry Schulte, Anne Temte, Jason Trainer

Absent:

Guests: Curtis Zoller, Biggi Haraldsson

Topic	Responsible Party	Discussion/Outcome
AVIATION REORGANIZATION	Retka, Fletcher, Zoller, Haraldsson	<p>Jim Retka prefaced the discussion by stating that a reorganization of duties and the development of nine new positions are a result of the two Dept. of Labor grants and a multitude of obligations and compliance issues required of the grants. Curtis Zoller identified the key areas that are being developed and stated that the areas need to be staffed with experts in the field. They want the new positions to be sustainable into the future, beyond the grant periods. Both current DOL grants will be in place until 2015. Scott reported there is a potential for another \$5 million grant.</p> <p>Timeline to fill these positions: Position descriptions have just been sent to MnSCU for classification; hope to fill positions by the end of January. Curtis briefly reviewed the new positions and their roles within the aviation/UAS/Imagery Analyst departments. When the organizational chart is finalized, it will be shared with Cabinet and questions can be addressed. President Temte stated that employees will likely have questions and comments about all these new positions and their purpose. She explained the need for the administrative-level positions. She stated that the compliance team currently meets weekly, covering 6-7 areas of the grant. The level of recordkeeping, permission seeking, etc., is extremely high, particularly in acquiring specialized equipment through international and military markets. She asked Cabinet members to demonstrate support for these organizational changes within this department, and if they have questions they should seek accurate information, rather than feed any rumors or negative comments that may be expressed by employees or within the community. She stated that since Governor Dayton's visit in October, there's been a great deal of attention to the UAS, Imagery Analyst, and housing topics.</p>

		Becky stated that a Super Search Committee may be formed to handle the search process, because of the number of related positions, the skillsets desired, and the likelihood of overlap of applicants.
January Faculty In-Service	Konschak	<p>Preceding this discussion, President Temte and others reported on a meeting with Fox Consulting on Nov. 28th. The purpose of that meeting was to discuss the development of a strategic development plan, in an attempt to align outside resources for several other areas of the college. Employees and other constituents will be surveyed in the near future. Fox Consulting will present information at the Jan. 5th In-Service. The presentation will be recorded for later viewing by administrative & support staff not present for the live presentation. A college-wide steering committee will be formed to focus on this initiative.</p> <p>Norma shared a second draft of the Jan. 5th agenda, discussion was held on various topics, and more changes were made. Jason Trainer briefly explained a strategic enrollment project being developed with Noel Levitz consultants, to be rolled out in April, and explained at the in-service.</p>
Shared Position	Temte	President Temte relayed a conversation with the president of Inver Hills Community College regarding an opportunity to share a professional writer position with them. She asked Cabinet members to contact her if they were aware of any large future projects that may need higher-level writing skills to determine whether there is a need for such an arrangement this year.
TRF Campus Revitalization	Hanson	Kent Hanson reported on a recent meeting that was held to narrow down the six categories identified in previous meetings to two or three. He reported that scheduling and partnerships with high schools rose to the top, and some of the other categories were assigned to existing committees to explore. He reported that attendance by non-Cabinet members was fewer than 10. Kent will send out this information to all TRF employees soon.
Resource 25	Temte, Jesme, Lindseth	Shannon and Becky shared information about MnSCU's plans to replace Resource 25 (event/space planning software) with new software called EMS. MnSCU will be holding regional information sessions in the near future. It was noted that the cost to NCTC for the new software would be approx. \$12,000 per year for the first three years, and approx. \$6,000 per year thereafter (fees would be based on FYE)

Collaborative Sourcing	Jesme	<p>Shannon Jesme reported on information shared at a recent CFO meeting regarding collaborative sourcing participation, a.k.a. cooperative services/shared services. She specifically noted two services that the college may or should pursue: 1) Higher One (debit cards for students), and 2) Office Max (purchasing office supplies at a reduced bulk rate). She noted there is a WebEx scheduled soon that will review the list of collaborative services available to MnSCU colleges, many of which are unfamiliar to NCTC, and some that may be more appropriate for metro colleges due to their proximity to each other. Shannon explained the Office Max program; once she obtains more information, she will present information and recommendations to Cabinet and at all-employee meetings. Discussion was held regarding core services/minimal services, and MnSCU's expectations at the campus level. The Resources for Results measures were discussed: 1) Completion rates; 2) Serving under-represented populations; and 3) Percentage of energy savings.</p> <p>Brian Huschle inquired about the best way to communicate concerns or questions to the chancellor, given the fact that the chancellor has provided a web address for this form of conversation.</p>
Potential Financial Aid Fraud	Schulte	Gerry Schulte reported on a situation involving six distance education students whose financial aid eligibility is being investigated by the MnSCU office. Discrepancies in their personal information were noticed by financial aid staff and reported to MnSCU. If the students' information is found to be fraudulent, NCTC may be required to pay back \$14,000 in financial aid to the state, if the money is not recouped from the students.
Policy Review	Fontes	Mary Fontes reported on a language change to Policy #5072 Tuition and Fees, indicating that the college cannot defer application fees, but rather waive them. It was noted that a deferment has rarely been used in the past.
Grant Proposal Intents	Huschle	Brian Huschle reported that two faculty members were exploring the idea of applying for a small grant for a math foundations lab. He will check with them and have them submit a grant intent form to Cindy Cedergren for Cabinet review and approval.
Budget	Jesme	Shannon Jesme reported that the budget forecast for FY13 will be released in early December. Following discussion regarding current and past year's FYE total at this time of year, it was determined that the original projection of 2,732 FYE will remain in effect on the FY12 budget summary.
Shared Governance Council Agenda	Temte	The agenda is being prepared this week for the Dec. 8 th meeting. Strategic development planning will be a new item for discussion.

Consultation with Student Government	Crittenden	Steve Crittenden noted that consultation with student senates regarding any proposed tuition and fee increases for next year needs to start soon. Any program proposing a differential tuition or to increase any student fees should be working with the academic deans and presenting proposals to Cabinet prior to consulting with student senates. It was noted that it was determined last spring that technology fees should be increased in FY13. Norma mentioned that the RN program is discussing differential tuition.
Mtg. Adjourned @ 10:50 a.m.		
Next Meeting Date		Thursday, December 8, 2011; TRF Campus, Room 735; 9 a.m.

ccedergren/Cabinet/Cabinet 2011-12/Cabinet minutes 11_11_29