



President's Cabinet Meeting Minutes

Thursday, January 19, 2012


EGF #115; TRF 735


9 a.m.


Members Present: Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Mary Fontes, Bob Gooden, Kent Hanson, Biggi Haraldsson, Stacey Hron, Dan Klug, Norma Konschak, Becky Lindseth, Jim Retka, Gerry Schulte, Anne Temte, Jason Trainer


Absent: Rocky Ammerman, Shannon Jesme, Gene Klinke, Scott Fletcher, Ron Dvergsten

Guests:

Topic	Responsible Party	Discussion/Outcome
<p>1. Campus Contacts for Meeting Minn. Workforce Needs Initiative; System Framework Discussion</p> 	Temte, Hanson	<p>The following people were identified as campus contacts for regional planning meetings this spring, a project driven by the Chancellor's strategic framework, to gather input from industry employers:</p> <ul style="list-style-type: none">a. Healthcare – Kent Hansonb. Manufacturing; Engineering and Advanced Technology – Jim Retka and Kirsten Michalkec. Agriculture/agribusiness and natural resources - Ron Dvergstend. Information Technology – Norma Konschake. Energy – Brian Huschle <p>Cabinet members commented on the new system framework, and asked if there is a perception that the system is not focusing on these topics already. This particular initiative with industry sectors appears to be repetitive with what is already occurring among colleges. President Temte relayed some of the Chancellor's comments to presidents. The Chancellor has a very ambitious agenda for changes within the system.</p>
<p>2. Security Camera System Changes and Access</p>	Lindseth	<p>Becky reported on upgrades and additions of security cameras throughout the college buildings. A lengthy discussion was held on accessibility/viewing rights to security tapes. There are data privacy issues to consider. It was suggested that Directors of Facilities, designated officers for student complaints, (or all administrators) be given access when there is a legitimate need to know. It was determined that Julie Fenning will facilitate a task group discussion on this topic to draft a policy, procedure and SOP.</p>

		Those invited to the meeting will be: Becky, Clinton, Bob, Mary, Steve, Biggi, and Stacey.
3. Campus Closure on web	Trainer	Jason Trainer reported on the need to have a designated employee post all the dates that the college is closed (holidays) on the website. Cindy Cedergren volunteered to be responsible for posting that information on NorthlandNow.
4. Perkins Site Visit	Dalen	Dean Dalen reviewed the Perkins Visit on Jan. 24-25 and the roles of various people involved in the visit. Kent encouraged all Cabinet members to attend the entrance and exit meetings if their schedules allow. The exit meeting will be held via polycom in Room 735.
5. FastTrac Integrated Instruction	Konschak	Norma encouraged members to read the information distributed regarding the Governor's Jobs Plan for Minnesota, and its relation to the Chancellor's workforce development plans.
6. Shared Gov. Council agenda	Temte	Agenda items for the Jan. 19 SGC meeting were discussed.
7. Bookstore Profit Purchase – Display Cases 	Lindseth	<p>Becky stated that the athletic department has requested additional display cases for trophies & awards on the TRF Campus; she shared the recommendations from a sub-committee of the TRF Facilities Committee on how to meet this need. Their #1 recommendation is to add more trophy cases to the current area (in hallway near the west entrance to the cafeteria) and she requested that bookstore profits be considered for this purchase. She estimated a cost of \$2500 to purchase a wall-hung case (this would not be consistent with the existing cases). It was assumed that it may cost double that amount to build-in cases to match the existing ones. A member inquired as to whether financial support from alumni could be pursued for this project. Steve Crittenden discouraged that idea at this time since athletic alumni are already supporting projects for the athletic dept. Clinton will acquire price quotes for building a 12' display case to match the existing cases. If this were to be purchased from bookstore funds, the Student Senate needs to be consulted. If the costs were prohibitive to fund from the bookstore this year, the request should be included in the FY13 budget request.</p> <p>As a short-term solution, it was determined that the athletic department could dismantle the current "history of NCTC" display in the theater lobby and utilize that space for trophies. The items removed from that case should go to Cindy Cedergren.</p>

		<p>A brief discussion was held on the exhibition gallery located outside the library. Steve reported that it is utilized by the Art Dept. for photography and drawing classes.</p> <p>Dan Klug made a decision to remove the Foundation Board of Directors photos on display in the theater lobby. He will submit a Grouplink ticket for this request.</p>
<p>8. Budget – fee increase discussion</p> 	Crittenden	<p>Becky reported that Shannon will be rescheduling the tuition & fee task group meeting.</p> <p>Steve requested updated FY12 budget and FY13 budget projection reports for February Student Senate meetings. Shannon will be asked to attend the meetings if available. Board approval of tuition is not expected until May or June.</p> <p>Discussion was held on the idea of increasing the parking fee. A comparison of other colleges' tuition and fees will be reviewed. It was suggested that an increase in parking fees could be delayed until FY14. The tuition and fee task group should discuss this topic as well.</p>
<p>9. Other Cabinet member updates</p>	Members	<p>Gerry Schulte reported that the college had processed \$9-10 million in financial aid this year. He reported that recent Financial Aid Nights at area high schools have been well attended and worthwhile. He reported on the return of \$70,000 in Title IV funds to the federal government, for students who had received financial aid but quit going to class prior to Nov. 1st. Students are required to pay their funds back to the college, but it is difficult to collect it, since they are no longer enrolled.</p> <p>The Last Date of Attendance policy/procedure has been the point of frustration for student services – particularly working with students who are trying to get back into classes after being dropped. The new Satisfactory Academic Progress process is very labor intensive for student services staff and faculty on Appeals Committees. President Temte asked if supervisors believed that the workload during this peak time between semesters is fairly balanced between the campuses, staffing wise. If not, are there ways to balance it?</p> <p>Jim Retka reported that “no news is good news” regarding the National Science Foundation grant application. Some other colleges have received their non-award letters, and we have not.</p>

		Dan Klug thanked the following key people for helping him prepare for and host the TRF and EGF scholarship awards ceremonies: Mary Fontes, Norma Konschak, Karen Meine, and Cindy Cedergren. Approximately \$150,000 in scholarships have been awarded during this academic year. He hopes to have the vacancy in the Foundation office filled by March 1 st .
10. Enrollment Report	Fontes	Mary reported the following enrollment figures: FYE to date: 2,553; 4% (or 94 FYE) down, compared to last year on this date (2,647); Spring semester – down by 3% Fall semester – down by 5% Headcount down by 106
11. Open House 	Konschak	Feb 1 – TRF Open House – Norma reported that Lincoln High School plans to send 140 juniors (in two separate timeframes). She will put a general call-out for helpers if needed. President Temte suggested that an open house for EGF be considered for next year.
Meeting Adjourned at 11:05 a.m.		
Next Meeting Date		Thursday, February 2, 2012; TRF 735; EGF 115; 9 a.m.