



## President's Cabinet Meeting Minutes

Friday, April 6, 2012

TRF Campus #735; EGF #115

9 a.m.

### Members Present:

Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergsten, Scott Fletcher, Mary Fontes, Bob Gooden, Kent Hanson, Shannon Jesme, Gene Klinke, Dan Klug, Norma Konschak, Becky Lindseth, Jim Retka, Gerry Schulte, Anne Temte, Jason Trainer, Sherry Lindquist.

**Absent:** Stacey Hron, Curtis Zoller, Biggi Haraldsson

**Guests:** Jim Hundrieser, Noel Levitz

Topic	Responsible Party	Discussion/Outcome
Noel Levitz Presentation- Strategic Enrollment Management	Hundrieser	Jim Hundrieser provided a powerpoint presentation (attached) with various trend data, NCTC enrollment data, and recommendations on changes to make in the current enrollment management plan and process, based on the results of his meetings with employees this week. Brief discussions were held on some of the recommendations; more in-depth conversations will be required over the next several weeks with the Cabinet. A final written report of these recommendations will be provided to the college within a week or so.
Final Exam Week Change	Temte	President Temte reported that she was in agreement with faculty's proposal to extend the final exam days from three to four days, as long as Vice President Hanson and the academic deans have no opposition. It was noted that exam days had historically been scheduled over four days, but was changed to three days in recent years.
Draft 2013-14 Academic Calendar	Temte	President Temte stated she would not approve an academic calendar that reduces the student contact days to 158, as proposed in the draft presented. She asked that the task group revise this calendar with a goal of reaching 160 class days. She noted that the 2011-12 calendar has 163 class days; the approved 2012-13 calendar has 160 class days. The proposed in-service dates for the 2013-14 calendar were also discussed.
Budget Process	Temte	President Temte reported that Kent Hanson and Becky Lindseth are working with their respective groups to prioritize their divisions' FY13 budget requests. The first round of budget requests to the system office is due April 12 (general operating budget), and an in-depth report is due on April 19. Steve Crittenden noted that more information is

		needed for the next round of student senate tuition consultation meetings coming up soon. Shannon Jesme reported that the MnSCU allocation for FY13 will be \$150,000 less than the previous first year of the biennium.
Accreditation Update	Temte	Sherry Lindquist has scheduled a meeting on April 16 for the steering committee to discuss new developments in accreditation.
SBDC Contribution	Temte	Regarding a request for funding assistance to the Small Business Development Center, located at Concordia College, it was determined that NCTC would not subsidize this program, since there is limited use of the services in this area.
CCIS Survey	Temte	A brief discussion was held regarding an invitation to participate in a Community College Institutional Survey (CCIS) at no cost. The survey is 43 pages in length and would need to be assigned to one or more administrators who would have access to various types of information. President Temte and Sherry Lindquist will discuss further and make a decision on this offer.
Higher One Update	Crittenden	Steve Crittenden reported that both Student Senates opposed the use of Higher One for student debit cards. Instead, the college will pursue mandatory direct deposit. A task group will meet to develop a new policy and procedure on direct deposit.
Support Staff In-Service	Lindseth	Becky Lindseth reviewed the draft schedule for May 16. Several changes to the agenda were discussed, based on new information. Kent Hanson was added to the agenda to report on the strategic enrollment management recommendations. The day may be reduced to a half-day.
Policy Review:	Fontes, Lindseth, Jesme	<p>The following policies/procedures were approved as presented:</p> <p>#7045 Purchasing Card Procedure – Shannon reported that according to MnSCU procedure, all purchases made by supervisors/administrators must be approved by a higher level of approval (their respective supervisors).</p> <p>#6010P Parking Procedure</p> <p>#7052 Registration Cancellation</p> <p>#2092P No Show/ Last Date of Attendance</p> <p>#2025 Ability to Benefit Policy/2025P Ability to Benefit Procedure – proposed to delete</p> <p>#3280 Fresh Start</p> <p>#3070 Satisfactory Academic Progress</p> <p>#3240P Student Complaints and Grievances Procedure</p> <p>#3090 Grading</p> <p>#3270 Maximum Credit Load</p> <p>#3210 Circulation</p>

		#3350 Awarding College Credits #2035P Students with Disabilities Procedure
Grant Proposal Intent	Konschak	The Cabinet approved intent for the Auto Body Collision program to pursue a grant from Collision Repair Education Foundation for up to \$50,000 for a three-year period. The application is due by 8/31/12.
Shared Gov. Council Agenda	Temte	The agenda was briefly reviewed.
Other – Facilities Tour		Becky Lindseth reported that Kent Dirks and Sally Grans from the system office will be on site on April 17 (EGF) and April 18 (TRF, Swenson House, Airport), to tour and discuss various facilities issues. They will present and discuss their recommendations with the Cabinet, via videoconference during the May 3 Cabinet meeting.
Meeting Adjourned at 12 noon		
Next Meeting Date		Thursday, April 19, 2012; TRF Campus Room 735 – no polycom connections will be scheduled.

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