



President's Cabinet Meeting Minutes

Thursday, May 3, 2012

EGF Campus, Room #115


10 a.m.


Members Present:


Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Scott Fletcher, Mary Fontes, Bob Gooden, Kent Hanson, Stacey Hron, Shannon Jesme, Dan Klug, Norma Konschak, Becky Lindseth, Anne Temte, Jason Trainer, Biggi Haraldsson

Absent: Jim Retka, Gerry Schulte, Ron Dvergsten, Gene Klinke

Guests:

Topic	Responsible Party	Discussion/Outcome
1. Auto Collision / Automotive hybrid car purchase	Konschak	Norma reported that funds were approved to make the purchase from the FY13 equipment budget. No further discussion necessary.
2. Purchasing Cut-off Date	Jesme	After discussion, it was determined that May 11 th would be set as a purchasing cut-off date. Any purchases after that date would need approval from Anne, Kent, or Becky (this includes grant fund purchases and purchasing cards). In subsequent years, this date will be set earlier, maybe May 1 st or 7 th . Purchasing cards won't be cut-off on May 11 th , but purchases must have pre-approval.
3. Draft 2013-14 Academic Calendar	Konschak	A revised draft was reviewed and administration accepted the calendar. It will go to Shared Governance today for review and acceptance.
4. FY13 Budget 	Jesme	Shannon reviewed changes to the FY13 Budget Summary. Totals included: Revenue: \$24,970,804 Expenditures: \$24,771,992 Surplus: \$198,812 Cash to accruals (\$500,000) Deficit balance (\$301,188) Enrollment figures were discussed; currently at 2,596 FYE (not including distance ed. totals), compared to last year of 2,697 FYE (including distance ed. totals). Current projections for FY12 are 2,727 FYE. The FY13 budget was developed on projected enrollment of 2,750 FYE.

		<p>Biggi reported on aviation/UAS enrollments: 21 enrolled for summer UAS; 26 enrolled for fall aviation; 5 enrolled for fall UAS (won't generate income, since grant funded). He reported there are 95 AMT prospects and 79 prospects for UAS.</p> <p>It was noted that the new Satisfactory Academic Progress policy may result in losing students due to poor grades. Both Shannon and Anne Temte reported on the likelihood of changes in the allocation funding formula, but they don't expect any changes to occur until FY14.</p>
5. Aspen Prize	Temte	NCTC has been identified among 120 U.S. community colleges to be eligible for a \$1 million Aspen Prize, based on institutional performance, improvement and equity on student retention and completion measures. In order to be considered, we must submit a comprehensive application by May 25 th . Sherry Lindquist will lead the effort in completing and submitting the application. She will need assistance from others to gather information.
6. Fall Faculty In-Service	Konschak	Another draft schedule/agenda was reviewed. It was noted that a non-discrimination piece needs to be added. Mary Fontes will contact Mark Taylor as a potential speaker on "flipping the classroom".
7. RFP Update 	Lindseth	<p>Becky reported that Pepsico has been awarded a 5-year exclusive beverage contract college-wide, starting 7/1/12. It was noted that student clubs will not be allowed to sell other non-Pepsi beverages on campus. It was noted that Student Senates are asking about where the commission revenue will be designated, which will be \$40,000 for Year 1 and \$15,000 per year for the remaining four years, in addition to a rebate on sales. The Cabinet will discuss the use of funds at a future meeting.</p> <p>Food Service RFP – had pre-award conference with four prospective vendors attending; May 7th is the RFP deadline; May 8-9 review team will review proposals; Becky is working on developing the team with a cross-section of employees and student reps.</p>
8. Seasonal Lay-off Date	Lindseth	Becky reported that May 18 is the date set for seasonal employee lay-offs for the summer.
9. Support Staff In-Service	Lindseth	Becky reminded administrators and supervisors to attend the in-service on May 16 at EGF if possible. The TRF Campus will have (2) 12-passenger vans ready to transport several staff.
10. OCR Resolution Agreement	Lindseth	Becky noted that a recent resolution agreement with the Office of Civil Rights has resulted in review of the policy and procedure as well as provide training for employees and

		students. Discussion was held on the topic of use of a recording device.
11. OCR/Voluntary Compliance Report	Dalen	Dean reported that a follow-up report is due to MnSCU by June 1 st , in response to the findings reported in the OCR Voluntary Compliance Report. Most items are related to facilities and he will work with Bob and Clinton to complete the report.
12. Workforce Assessment Forums	Temte, Konschak, Hanson	Reports were given on the various regional sector meetings attended by administrators over the past month. President Temte reported that MnSCU will develop regional academic plans, based on findings and discussions at the sector meetings. It was noted that NCTC is the top producer of LPN graduates.
13. Policy Review 	Fontes, Jesme	The following policies/procedures were reviewed and adopted: #5072 Tuition and Fees #7022P Accounts Receivables Procedure #7037 Fixed Assets Records #7052 & 7052P Registration Cancellation Policy and Procedure #7055P Gift Card Procedure #3110 Graduation Policy #3150 & 3150P Credit for Prior Learning Policy and Procedure #3280 Fresh Start Policy #3120 Transfer of Credit Policy #3240 Exposure to Potential Infectious Materials Policy
14. Grant Proposal Intent	Temte	President Temte reported on the TAAACC grant application for \$15 million, in partnership with Inver Hills Community College; for developing a technology consortium involving tele-presence, 3D virtual reality, airspace, and precision ag components. Jim Retka reported that the colleges being denied funding for their NSF grant applications are now being notified, and NCTC has not been notified. There is a potential for a \$5 million grant to establish a National ATE Center.
15. Shared Gov. Council Agenda	Temte	The May 3 rd agenda was reviewed. It was noted that a June meeting will be scheduled, primarily for the purpose of sharing plans for organizational structure changes based on Noel Levitz recommendations.
Meeting adjourned at 11:50 a.m.		
Next Meeting Date		Originally set for May 17, 2012; (Was later cancelled) Next meeting will be Thursday, June 7 th unless notified otherwise @ TRF Campus, Room 735; 9 a.m.