



## President's Cabinet Meeting Minutes

August 23, 2012

EGF 129; TRF 735; AC 13

9 a.m.

### Members Present:

Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergten, Scott Fletcher, Mary Fontes, Bob Gooden, Stacey Hron, Shannon Jesme, Gene Klinke, Dan Klug, Norma Konschak, Becky Lindseth, Jim Retka, Jodi Stassen, Anne Temte, Curtis Zoller

**Absent:** Jason Trainer, Gerry Schulte

### Guests:

Topic	Responsible Party	Discussion/Outcome
1. Follow-up on Faculty In-Service	Temte	Good feedback was received from faculty; others were asked to comment. Mary stated that parts of Bonnie Andrys' presentation could be used for a Support Staff In-Service. Becky will explore possible dates & poll some members for input.
2. Local purchase orders	Jesme	Shannon recommended discontinuing the use of local purchase orders, due to amount of time to process them. She asked members to identify depts./individuals who are using them regularly and she will assist in making changes necessary to continue to use those local vendors through the online PO system. Cabinet was in support of this change.
3. Proposed NSF fee change	Jesme	Shannon proposed increasing the Non-sufficient Funds fee from \$10 to \$30. Cabinet approved. This information will be posted in all areas where checks are accepted.
4. Kindles, Nooks, Tablets	Jesme	Lengthy discussion held on how to handle the purchasing of Kindles, Nooks, e-readers and tablets. E-readers cannot be purchased on a college P-card. Due to the number of issues involved in this discussion, a task group was formed – Becky, Brian, Curt, Jonathan Beck, Shannon, Stacey, Pat Amiot, Aliza Olson (a suggested faculty member who uses such devices). Kindles may be purchased through IT (not a sensitive item & valued under \$100). Norma will distribute minutes from a recent OCHS meeting regarding their plans for future use of devices.
5. FY13 Institutional Evaluation (Work Plan)	Temte/Konschak	Send changes to Work Plan to Norma; goal is to be finalized by 9/14. A meeting of Scott, Ron, Jim & Anne is scheduled next week to refine some portions.
6. Jan. 9 <sup>th</sup> In-Service Contact	Temte	Jodi volunteered to be the contact person for the Jan. 9 <sup>th</sup> In-Service @ EGF. Mark

		Taylor is confirmed as a speaker; Tracy Worsley from MnSCU will provide safety/emergency/crisis training.
7. Decision Maker & Investigator Training	Lindseth	<p>Decision Maker Training – scheduled for 9/11/12 at the System Office – Jim R. was asked to attend. Others who have been trained: Steve, Ron, Anne, Norma, Mary.</p> <p>Investigator Training – scheduled for 9/26-27 at System Office. But Renee Hogoboom is willing to train on campus during the week of Oct. 8<sup>th</sup>. Members preferred Oct. 9 (all day) and Oct. 10 (a.m); to be held in EGF. Becky will get it scheduled, communicated, &amp; invite other NW Alliance colleges to participate. (Curt and Dan are not available to attend on those dates).</p>
8. Nondiscrimination Complaint Procedure Changes	Lindseth	Becky reviewed changes that pertain only to NCTC. There are specific timeframes for various steps in the procedure. This will go to SGC for review.
9. Updates from System Office	Temte/Lindseth	<p>Allocation Formula: Proposed changes to allocation formula don't really change anything for rural colleges. Rural college presidents are meeting to inform the Chancellor of out-state concerns. The Chancellor expects a Composite Financial Index of 3.0 for NCTC (currently is 1.8). Shannon will share CFO talking points with Anne.</p> <p>Campus Service Co-ops: Listening sessions with IBM, but many out-state colleges were not involved. It was noted that IBM will visit all colleges at some point. Areas in which campus service cooperatives are being considered include Financial Aid, Human Resources, Open Sourcing (purchasing), and Finance.</p> <p>System Office Human Resources: Becky explained personnel changes in HR. It is a goal for fall semester to be ready to implement a campus service cooperative for employee payroll processing for NCTC.</p>
10. Northern Valley Career Expo	Klinke	October 24, 2012 at the Alerus Center, Grand Forks; NCTC is one of the major sponsors; expecting 1500 high school students to attend; Brian will email faculty to seek participation for booths/demos/presentations. The welding and mobile sim labs are scheduled to be there. Presentations are scheduled for 10 am-12 noon & 12-2 p.m. Gene is the primary contact person.
11. Airspace Update	Fletcher	Scott updated members on status – making good progress; Minn. has a compelling chance of being designated as a UAS test site.
12. Policy Review	Fontes	#2180 & #2180P Supportive Services (formerly named Stipend to Remove Barriers):

		Changes were required as part of corrective action for DOL grant compliance. Cabinet approved changes. Will go to SGC for review.
13. Grant Proposal Intent	Dvergsten	Ron reported that another USDA Benchmarking grant had been secured (\$76,000). As noted on the agenda, a proposal was submitted to Otto Bremer Foundation for \$249,000 to further develop programming for the Mobile Patient Sim Lab (by Dan Sponsler).
14. Enrollment Update	Fontes	Mary reported the following: <ul style="list-style-type: none"> <li>- About even with last year on this date</li> <li>- 81 currently on RCFN list as of Tues.</li> <li>- Not seeing as much growth in online enrollments over last year.</li> </ul>
15. Shared Governance Council Agenda	Temte	Periodic committee reports will be provided at SGC meetings this year. Administrative membership in SGC is not finalized. It was recommended that administrative in-service days may need to be increased in the future.
16. Old college logos	Klug	Dan asked that members strive to remove/replace old college logos wherever found (or report to the appropriate employees to remove them).
Meeting Adjourned @ 11 a.m.		
Next Meeting Date		<b>Friday, Sept. 7, 2012; 9 am. , TRF 735; EGF 129; Airport 13</b>

ccedergren/Cabinet/Cabinet 2012-13/Cabinet minutes 8-23-12