NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

President's Cabinet Meeting Minutes
September 7, 2012
EGF 129; TRF 735; AC 13
9 a.m.

Members Present:
Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergsten, Mary Fontes, Bob Gooden, Stacey Hron, Shannon Jesme, Gene Klinke, Dan Klug, Norma Konschak, Becky Lindseth, Jim Retka, Jodi Stassen, Anne Temte

Absent: Curtis Zoller, Rocky Ammerman, Scott Fletcher

Guests:

Topic	Responsible Party	Discussion/Outcome
1) Support Staff In-Service	Lindseth	▪ Cabinet agreed to proposed date of Friday, Sept. 28 ▪ Location - TRF Campus Theater (back rows will be roped off) ▪ Most staff offices should be closed (limited maintenance staff & receptionists should remain on each campus); signs should be posted in advance regarding office closure. ▪ Becky will draft an agenda & share with Cabinet.

2) Alternate Class Schedule for TRF Campus	Temte	▪ Cabinet reviewed the pros and cons and a proposed schedule received from faculty.
		▪ The proposed schedule is essentially a block schedule, primarily involving liberal arts courses.
		▪ Concerns, questions, and discussions held among Cabinet members are as follows:
		  • Does this schedule affect other bargaining unit employees – such as the need for student support being shifted primarily to Mon-Thurs.
		  • How will this schedule affect students in ITV courses between campuses
		  • How does it affect interaction between campuses – such as student athletes, practice and class schedule conflicts

			• Open hours for meetings – TRF faculty would be available for committee meetings on Friday, but not necessarily open for EGF faculty. For some committees, there is currently a standard practice of rotating meeting times so faculty don't have to cancel the same classes each time.
• It was noted that most trade programs in EGF run Mon-Thurs.
• Most nursing clinical sites are on Fridays (this alternate schedule would not be possible for nursing programs)
• The schedule will not likely save money for facility operational costs.
• The goal is to entice more students to TRF; another idea discussed with a revitalization group was creating a later start date for some programs.
• In some cases, condensing the schedule to four days may increase the number of days a student is on campus, not decrease.
• We need student feedback, need student affairs and advisor feedback.
• Do all faculty endorse this schedule?
• Deadline for having FY14 summer, fall, & spring schedules is Nov. 1st.
• There is not enough data to endorse the schedule now; we should look into best practices at other colleges
• Both campuses should have the same schedules.
• Much of the information shared is based on preferences, assumptions, and opinions.
• This proposal needs to be given serious consideration – with college-wide discussions.
• Should a long-term college-wide schedule become a priority topic this year?
• A task group should be formed consisting of academic deans, equal number of faculty from each campus, including aviation, on-line faculty, and student services staff.
• The schedule will likely change again when the liberal arts pathways are revised; First-year experience courses will likely be added.
• Current timeline for developing class schedules:
➢ Oct. 1 – FY13 spring schedules are posted
➢ Oct. 15 – 1st draft of summer, fall, spring 2014

		➢ Nov. 1 – final draft for liberal arts programs ➢ Nov. 15 – final draft for tech/occupational programs programs - College is mandated to have textbook information posted for a specific # of days (Shannon will communicate the rationale for early textbook ordering) - Cabinet endorsed the decision to explore the alternate schedule for possible implementation in FY15.
3) Website/Server Changes	Fontes	- Concerns were raised regarding the need for communication from the web and/or IT staff when changes are made to the server and website that affect communications, particularly with students (such as links to certain webpages, or directions to students on where to locate information on the website) - Jason will communicate this need to Chad Sperling. - Report problems or questions regarding website difficulties (such as broken links) to Chad. A memo to all employees will be sent by Chad. - The new spam filter is not nearly as good as the previous filter.
4) CCSSE Results (Community College Survey of Student Engagement)	Fontes	- Mary shared results of CCSSE Surveys, comparing 2008, 2010, and 2012. - MnSCU dashboard uses an average of the 5 benchmarks, which are: Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction, and Support for Learners. - Mary reviewed those areas above and below the mean. - Survey is administered to a random sampling of students in random courses, selected by CCSSE. - Mary agreed to present this information at a future Shared Governance Council meeting.
5) Career Expo – TRF	Trainer	- A Career Expo is scheduled for TRF on November 14th - Schedule: 9:30 am registration – 2:15 pm - Students will have two program choices to attend (1 in am, 1 in pm) - One general session for all students re: college readiness; during lunch period - Jason asked for feedback from Cabinet on the agenda & list of programs desired to participate - Suggestions for additions were athletics (promote wrestling) and liberal arts - Faculty will be asked to inform Nicki Carlson on any hands-on activities planned for their program(s)

		▪ Same event will be held in April at EGF Campus ▪ Calendar/timeline to prepare for Career Expo was shared
6) Instructional Cost Study Data	Konschak	▪ Norma shared instructional cost study data which is the foundational data used in the Program Sustainability process. ▪ President Temte reported she has requested the NW Alliance presidents discuss sharing data gathering resources
7) Visitor Parking Lot – TRF	Castle	▪ Clinton reported on a recommendation from a task group of the TRF Facilities Committee to use 10 of the parking spots currently in Visitor Parking for additional general parking for students in south wing; this leaves 18 remaining visitor spots, including 10 designated for the Workforce Center visitors. ▪ It was also recommended that if more visitor parking is needed, add'l spots will be designated in the south lot closest to the main entrance (5-10 spots may be considered) ▪ Cabinet supported the recommendation

8) First Day of Fall Term History	Fontes	▪ Mary briefly reviewed data she collected regarding first day of the fall term, comparing annual counts from Fall 2006-Fall 2012
		▪ Data for 8-27-12: Unduplicated headcount was as follows:
		   a. Collegewide: 3732
		   b. EGF: 1825
		   c. TRF: 1232
		   d. Online: 1279
		▪ Data for 8-27-12: First Day of Term FYE – 1252

9) Shared Gov. Council agenda	Temte	▪ Agenda items for the 9/12 meeting were discussed ▪ Items will include: Student Success Day, Faculty In-Service, Reorganization in academics, ESL support for students, Admin. membership on SGC, Faculty development funds, SEM & Hobson's, and Five-Year Plan.
10) Farewell to Norma	Temte	▪ President Temte thanked Norma for her years of service to the college and wished her well in her role at St. Cloud Technical and Community College. ▪ A farewell reception on campus will be arranged by the Pres. Office next week.
Meeting adjourned @ 11:55 a.m.		
Next meeting date		**Thursday, Sept. 27, 2012**; 9 am., TRF 735; EGF 129; Airport 13