



## President's Cabinet Meeting Minutes

Sept. 27, 2012

TRF 735; EGF 129

9 a.m.

### Members Present:

Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergsten, Mary Fontes, Bob Gooden, Stacey Hron, Shannon Jesme, Gene Klinke, Dan Klug, Becky Lindseth, Jim Retka, Gerry Schulte, Jodi Stassen, Anne Temte, Jason Trainer

### Absent: Curtis Zoller

### Guests:

Topic	Responsible Party	Discussion/Outcome
1. Academic Reorganization	Temte	<ul style="list-style-type: none"><li>Academic Deans and Anne will meet with Kent Hanson via phone next week to discuss future plans for academic administration.</li></ul>
2. Update on Alternative Schedule	Temte	<ul style="list-style-type: none"><li>Anne meets with faculty presidents today to discuss how to implement a task group; define purpose and timeline.</li><li>Anne wants administrators, advisors, students, faculty, administrative services &amp; student services representatives on the task group.</li><li>Changes in liberal arts pathways will not affect proposed block schedule.</li><li>Can data be pulled to see the number of days students are attending classes on campus? Can only be done by individual student records. Can we do a sampling? It was recommended that a work study student, under supervision, could do a sampling.</li><li>Approx. 60% of NCTC students are attending part-time now; many are choosing a 3-day/week schedule now.</li><li>Will a block schedule really attract more students, since that is the main objective – to revitalize the TRF campus?</li><li>Dan reiterated that we need to find data to support this change – have other colleges gone to this type of schedule – has it boosted enrollment?</li><li>Having no (or limited) classes on Fridays would not be a benefit to athletic competitions and other student life activities that often occur on Fri-Sat.</li><li>Brian – not opposed to block scheduling in general, but this proposal was not vetted through the technical faculty; nursing cannot work with a 4-day</li></ul>

		<p>schedule.</p> <ul style="list-style-type: none"> <li>• Elapsed time for many individual faculty members may be an issue; can't be a blanket approval.</li> <li>• Should large employers in the area be polled to determine whether extended class hours Mon-Thurs would hinder their flexibility to hire students?</li> <li>• Re: housing shortage - Can we go ahead on an RFP process for a ground lease without the needs assessment done? It would be helpful to have the survey done, but it has been delayed for unknown reasons. Becky will check into this.</li> </ul>
3. Minn. College Application Week	Klinke	<ul style="list-style-type: none"> <li>• Cabinet approved the waiving of application fee for the week of Nov. 12-16, participating in this voluntary statewide initiative.</li> <li>• Six high schools in our region are participating.</li> <li>• Cabinet approved the waiver of app fees from any state (not exclusively Minn)</li> <li>• Gene reported a 76% conversion rate from apps to enrollees from last year's waiver period.</li> <li>• Minnesota Dept. of Education is considering doing this twice per year in the future.</li> <li>• Jason will publicize this waiver of fees via news releases &amp; website; contacts may be made with high school principals as well.</li> </ul>
4. State of the College events	Klug	<ul style="list-style-type: none"> <li>• Events will be sponsored by the respective Chambers of Commerce on the following dates:  TRF – Monday, Oct. 29 – 11:30 a.m. – Gunderson Commons  EGF – Tuesday, Oct. 30 – 11:30 a.m. – tentatively multi-purpose room</li> <li>• Dan &amp; Cindy are working on details with Chamber presidents</li> <li>• Student Senate presidents will be incorporated into the programs</li> <li>• Anne asked members to forward her positive stories that could be highlighted in her presentation, including access to photos, videos, etc. – what's going well, what we are excited about, etc.</li> <li>• Campus tours should be made available for those interested</li> <li>• Program displays may be desired.</li> <li>• Need to offer something different from previous year so attendees aren't bored seeing the same things.</li> <li>• Mary brought up an idea to tie a business promotion into the event.</li> <li>• Maybe there should be a slogan or tagline for the event?</li> </ul>

		<ul style="list-style-type: none"> <li>Ideas mentioned as “new” things were: <ul style="list-style-type: none"> <li>-TRF New Media &amp; EGF Marketing program collaboration</li> <li>-Architectural Tech &amp; other construction program collaboration.</li> </ul> </li> </ul>
5. Program Coordinator Designation for MSCF	Lindseth	<ul style="list-style-type: none"> <li>Topic of seeking names of faculty members interested in serving as Program Coordinators (commonly known as Program Directors) was brought up to Becky by a faculty member</li> <li>Typically such assignments are made by administration from lists provided by the MSCF presidents and others are not invited to express an interest.</li> <li>Discussion held; no opposition was voiced, but no decision was made.</li> </ul>
6. Leadership Council Update	Temte	<ul style="list-style-type: none"> <li>Chancellor is reorganizing L. Council committee structure.</li> <li>Identified three themes to focus on for the 2014-15 legislative request: <ul style="list-style-type: none"> <li>Advance the competitiveness of Minnesota’s workforce</li> <li>Increase access and affordability</li> <li>Accelerate completion of an extraordinary education</li> </ul> </li> <li>Key components to review and discuss: <ul style="list-style-type: none"> <li>Tuition approach</li> <li>Matching programs for equipment and internships/apprenticeships</li> <li>Investments in high impact strategies for student retention and success</li> <li>Investments to advance educational innovations</li> <li>Funding to support enrollment growth in the metro area</li> <li>Efficiencies – investment in efficiencies; IBM contract info shared</li> <li>Accountability</li> <li>State grant program strategy – get p-t students into state grant pool</li> <li>Statewide scholarship campaign (currently over \$9 million scholarships award within the system)</li> <li>PSEO/concurrent enrollment proposal with Minn. Dept. of Education</li> </ul> </li> <li>Brian – we need a streamlined process to translate military experience into credits</li> <li>Distance Minnesota – may be considering MOOCs (Massive open online courses)</li> <li>Tuition – Board is proposing no more than a \$145 increase per year for full time students (\$205 limit for universities)</li> <li>Need better developmental education</li> </ul>

		<ul style="list-style-type: none"> <li>• Need to increase IR activities</li> <li>• Dan - what is the percentage of high school students who don't choose higher education after high school? How do we engage them? We need to grow the pie.</li> </ul>
7. CEMRS	Lindseth	<ul style="list-style-type: none"> <li>• Classroom Event Management Resource System – all MnSCU colleges are converting to this program since R25 will not be available after July 1<sup>st</sup>.</li> <li>• We will be on an accelerated track to reach implementation.</li> </ul>
8. Financial Aid Disbursements	Schulte	<ul style="list-style-type: none"> <li>• Delaying direct deposits by two days to assure that adequate funds are available</li> <li>• 78% of students use direct deposit; still mailing approx. 400 checks.</li> </ul>
9. Budget	Jesme	<ul style="list-style-type: none"> <li>▪ FY12 General fund summary reviewed <ul style="list-style-type: none"> <li>▪ \$1,173,655 surplus balance, without cash to accruals</li> <li>▪ Net loss with cash to accruals (\$1.75-2 million needed)</li> <li>▪ Cash reserves are 26%</li> <li>▪ How do we stack up on labor compared to other colleges?</li> <li>▪ Shannon will have all college data at next meeting</li> </ul> </li> <li>• FY13 Budget reviewed <ul style="list-style-type: none"> <li>▪ Tuition projections based on 2700 FYE</li> <li>▪ Actual FY12 totaled 2659 FYE</li> <li>▪ Projected cash surplus \$289,530 (without cash to accruals)</li> <li>▪ Need to increase revenue or cut expenses by \$1.75 million</li> <li>▪ Strategies need to be discussed – get faculty leadership involved</li> <li>▪ Shannon will develop models on what it will take to reach 3.0 CFI required by the Chancellor</li> <li>▪ We need a profit year in order to avoid consequences for a low CFI</li> <li>▪ We need funds to create new programs &amp; cash centers to subsidize others</li> <li>▪ UND's new admission standards may benefit us – how should we plan to absorb that growth? It is being said that over 50% of UND's current student body would not qualify under the new admission standards.</li> <li>▪ We need to talk with UND about articulation agreements</li> <li>▪ NCTC now receives 2.28% of total state allocation</li> </ul> </li> </ul>

10. FYE – Distance Minn.	Fontes	<ul style="list-style-type: none"> <li>• NCTC's FYE was not as high as expected in the Dist. Minn. consortium</li> <li>• We were expecting an increase of 100 FYE, but final figures indicate increase of 64 FYE</li> </ul>
11. Grant Proposal Intents	Huschle, Retka	<ul style="list-style-type: none"> <li>• Statewide Early Childhood Initiative; NCTC not the lead; Approved</li> <li>• National Science Foundation- Project Planning grant for aviation/UAS- \$70,000; Approved</li> </ul>
12. Shared Gov. Council agenda	Temte	<ul style="list-style-type: none"> <li>• Brian may place a class cap increase on the agenda.</li> </ul>
13. AASC Update	Huschle	<ul style="list-style-type: none"> <li>• Reviewing pre-requisites</li> <li>• Discussing education emphasis</li> <li>• Discussing first year experience course at Oct. meeting</li> </ul>
14. Marketing	Temte	<ul style="list-style-type: none"> <li>• Reminder to use the style guide when producing college literature</li> <li>• Coordinate projects with Jason Trainer</li> <li>• Congratulations to Jason Trainer &amp; team on receiving seven NCMPR awards for Dist. V for college marketing pieces.</li> </ul>
Meeting Adjourned @ 11:45 am		
Next Meeting Date	Thursday, October 11, 2012; 1-4 pm; TRF 735, EGF 129, AC13	

ccedergren/Cabinet/Cabinet 2012-13/Cabinet meeting 9-27-12 minutes