



President's Cabinet Meeting Minutes

Wednesday, December 5, 2012

TRF #735; EGF #129; 1 p.m.

Members Present:

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

Absent: Dean Dalen, Curtis Zoller, Dan Klug

Guests: Julie Fenning

Topic	Responsible Party	Discussion/Outcome
1) PACE Survey Results	Fenning	<ul style="list-style-type: none">Julie Fenning presented a summary report of the PACE (Personal Assessment of the College Environment) survey results, a climate survey administered to all NCTC employees in April 2012.We were one of ten MnSCU colleges to participate in the survey.The survey was designed to measure employee engagement.47.2% of the employee total participated in the survey.<ul style="list-style-type: none">49% of respondents were faculty11% administrators or supervisors40% staffPACE Four Organizational Systems:<ul style="list-style-type: none">CollaborativeConsultativeCompetitiveCoerciveNCTC scored as "High Consultative"Becky will share the 36-page survey results with the Cabinet.Next survey will be administered in two years, if the college chooses to continue with the plan.The results will be discussed after members have had an opportunity to review the questions and responses more thoroughly, to determine what should be done with the information.Will return to Cabinet agenda in January.Diversity Task Group may wish to discuss some of the diversity issues found in the survey results.

2) Achievement Award Nomination	Lindseth	<ul style="list-style-type: none"> • Two nominations were briefly discussed. • The nomination process was discussed again, and Becky will re-send the information to members. • Becky noted there is a maximum amount allowed per bargaining unit per year; there was no particular deadline established to submit nominations, but funds need to be set aside for this purpose, so it is advised to submit nominations soon while funds are available.
3) Transfer/Articulation Task Group Discontinuance	Huschle	<ul style="list-style-type: none"> • Discussion occurred on the rationale for discontinuing the transfer and articulation task group that was to report to AASC. • The Transfer Advisory Group will continue to meet. • Once hired, the Academic Coordinator may lead the advisory group. • Cindy will remove the Task Group from the Master Committee Chart. • Presidents & CAOs/Deans in the Northwest Alliance plan to meet on Jan. 11 in Moorhead to discuss transfer and articulation issues.
4) EGF CVOP Driving Track	Temte	<ul style="list-style-type: none"> • President Temte asked members involved in the CVOP program about the long-range plans for a driving track. • Deterioration of the EGF northwest lot is a concern; and CVOP trailers are now taking up a lot of space. • Discussion was held: <ul style="list-style-type: none"> ▪ Could the south lot be converted back to truck driving space, since it was originally designed to withstand that type of use? ▪ Why aren't the trucks being parked at Hawk's now? ▪ We currently have a pending proposal from Widseth, Smith, Nolting to design a plan & specs. ▪ Can the college support the program – are we able to provide what is needed for the program to continue? ▪ Discussion was held on offering the program for non-credit under the Corrective Action Plan for the TAAC grant. Grant will cover tuition, equipment funds are available. ▪ A task group of various Cabinet members will meet on Dec. 10 at 10 a.m. to discuss the concerns of this program.
5) Leveraged Equipment Guidelines	Temte	<ul style="list-style-type: none"> • A memo from Laura King was shared, which spelled out specific guidelines on how leveraged equipment grant funds will be administered, if approved by the legislature. • Cabinet will review more thoroughly when/if funds are made available.

		<ul style="list-style-type: none"> The state is projecting a \$1.1 billion deficit in the next biennium.
6) Fleet Vehicle Reduction	Lindseth	<ul style="list-style-type: none"> Administrative Services recommended the following changes in the vehicle fleet: <ul style="list-style-type: none"> Reduction of one vehicle on each campus: <ul style="list-style-type: none"> ✓ Transfer one Impala from EGF to TRF ✓ Sell at auction – 2003 & 2004 Impalas at TRF ✓ Reductions would be made over the holiday break No concerns were raised on the plans to make these reductions.
7) Intellectual Property & IP Coordinator	Fontes	<ul style="list-style-type: none"> Mary reported this topic was discussed at a Distance Ed. Committee meeting. Per MnSCU policy #3.26, and per an OMB circular related to audit, we are mandated to designate an IP Coordinator. Next steps – look at OMB circular for more information on the responsibilities of this role. Becky will send info to Cabinet members. Unresolved – must return to Cabinet agenda; will seek faculty input at SGC.
8) TRF Entrances Update	Castle	<ul style="list-style-type: none"> Clinton relayed concerns received from employees following the entrance/exit lock procedures put in place at TRF last week. Automotive Dept. – will work with facilities and Jim Retka to work out a solution for customers to continue to use a particular entrance. Northwest entrance next to Electronics will remain locked; handicapped parking will be moved closer to the northeast entrance. 12 doors still remain open for public entry. Shipping/Receiving entrances will be locked for public use; will implement a system for notification upon arrival of freight.
9) Financial Aid Staffing Update	Schulte	<ul style="list-style-type: none"> Gerry announced that Cladell Nelson was hired to fill the Assistant Director of Financial Aid position. Her previous position will not be filled at this time, due to changes in processing time; more automated loan services, verifying fewer student files than previous. May consider hiring a temp employee during the peak months of July-Sept.
10) Revised 1.B.1 Policy	Lindseth	<ul style="list-style-type: none"> MnSCU revisions to Policy 1.B.1 were shared New policy name: Equal Opportunity and Nondiscrimination in Employment and Education. Becky has shared the revised policy with all employees via email. All Cabinet members should review the policy.
11) Shared Gov. Council	Temte	<ul style="list-style-type: none"> New item on agenda – Confidentiality concerns in regard to course survey

		<p>results.</p> <ul style="list-style-type: none"> ▪ Item was discussed at Distance Ed. Committee ▪ Currently use D2L to administer course surveys ▪ Confidentiality is compromised when students evaluate courses taught by multiple faculty, as comments are seen by all faculty teaching the course. ▪ Do we need to look for another method of administering the survey? ▪ How many courses are affected with this concern? Primarily nursing, and maybe other technical program courses. ▪ Could Survey Monkey be used instead? ▪ Can someone check with other peer colleges on what they use, and whether or not they have the same concerns with confidentiality?
12) Payroll Glitches	Jesme	<ul style="list-style-type: none"> • Shannon reminded members to be careful when pulling data from FY11 – information in ISRS is not accurate, due to a payroll glitch in the system. • Re-run reports after Dec. 11 when manual adjustments have been made. • Administrators overseeing grants need to pay particular attention to this issue. • See Shannon with any questions.
13) Leadership Council Update	Temte	<ul style="list-style-type: none"> • The Leadership Council has endorsed moving forward on Shared Service Cooperatives system-wide. • Enormous administrative cost savings are projected to occur.
14) Navigator Software	Lindseth	<ul style="list-style-type: none"> • This software is used to add or make changes to academic programs. • A key contact needs to be identified & reported to MnSCU. • Academic Coordinator could be designated once hired, but in the meantime, someone needs to be designated. • Becky will send memo from MnSCU to Anne for review.
Meeting Adjourned @ 2:40 p.m.		
Next Meeting Date		Thursday, December 20, 2012; 9 a.m.; TRF 735, EGF 129, AC13