



## President's Cabinet Meeting Minutes

Thursday, March 21, 2013

9 a.m.

TRF 735; EGF 129; AC13

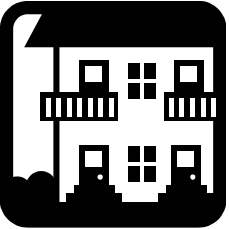
### Members Present:


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, Curtis Zoller

### Absent:

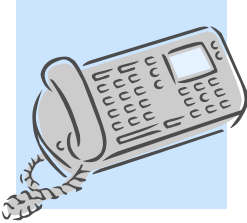
### Guests:


Topic	Responsible Party	Discussion/Outcome
1) Publicizing New Hires	Lindseth, Klug	<ul style="list-style-type: none"><li>Becky reported that the GF Herald charges \$75.00 for up to 75 words (.10 for each additional word); \$5.00 extra to include a photo.</li><li>Discussion was held on whether we should pursue the idea of publicizing new employees</li><li>Questions raised were: Who should handle the process; whose budget would pay for it; Do we submit articles/photos for every employee hired, or limit to managerial/administrative staff;</li><li>Should be limited to full-time/unlimited/permanent positions, not temporary or adjunct positions.</li><li>Dan Klug recommended Matt Brenden for this project, and the PR budget could support the costs involved.</li><li>Matt will be added to the grouplink distribution group for all new hires.</li><li>Dan recommended the same info be submitted to the TRF Times and the Herald; but also suggested that Anne could include the information in her Weekly Update in the Times, rather than paying for it.</li><li>Becky and Dan will meet to work out other details needed to move this project forward.</li></ul>
2) Northland on the Boardwalk Event	Klug	<ul style="list-style-type: none"><li>Thursday, Aug. 29 at EGF Boardwalk; approx. 6-10 p.m.</li><li>Sponsored by Foundation, Pioneer 90.1, and NCTC</li><li>Purpose: help promote Pioneer 90.1; welcome students to NCTC;</li></ul>

		<ul style="list-style-type: none"> <li>• Currently working with 5 restaurants located on the Boardwalk to plan the event. The wait staff at these restaurants will be given NCTC shirts to wear during the event.</li> <li>• EGF Student Senate will be involved in planning.</li> <li>• Opportunity for alumni to get involved with the college.</li> <li>• Tim Mahoney will be the featured act/entertainment; with a local opening band to be determined.</li> <li>• College displays/booths will be set up.</li> <li>• Anne suggested looking into offering a bus from TRF to EGF for TRF students to participate.</li> <li>• Anyone interested in helping to plan this event should contact Dan Klug.</li> </ul>
3) Articulation Website	Huschle	<ul style="list-style-type: none"> <li>• Tech Prep Minnesota.edu website - plans are to redesign the site, which would result in approx. \$1,000 increase in fees to each college in the consortium in FY14.</li> <li>• We currently pay \$1500/year.</li> <li>• No opposition was voiced regarding the FY14 increase.</li> </ul>
4) Housing  	Crittenden	<ul style="list-style-type: none"> <li>• Steve reported that Foxtail Homes is planning to initiate 6 and 12-month leases only; and also renting by the apartment, not by individual renters within the apartment (one person would be considered the renter, and others residing in the apt. would pay rent to them, not individually to the company as currently done).</li> <li>• Discussion was held on the probability of creating a corporate lease through the college.</li> <li>• Becky and Greg Ewig have had brief discussions about that type of arrangement with other colleges. (Steve will contact Mankato State and inquire about their arrangements for student housing).</li> <li>• An RFP would be required, opening it up to other apt. building owners.</li> <li>• Someone asked if the Foundation would consider entering into a corporate lease arrangement. Dan stated the Foundation would need a great deal of information on cost/benefit before discussing it. Steve will attempt to gather some facts and figures prior to the Foundation's retreat (April 12-13).</li> <li>• A corporate lease could serve as a short-term solution to bridge the gap between now and until such time new student housing is built in TRF.</li> </ul>

		<ul style="list-style-type: none"> <li>• Last year, approx. 40 students were lost (primarily in aviation &amp; athletics) due to lack of housing in TRF.</li> <li>• Best case scenario for new student housing to be built in TRF would be fall 2014.</li> <li>• There was not enough information available to make any decisions on this topic. We need to look at the pros and cons of a corporate lease to make an informed decision. Issues mentioned were: staffing, how much rent to charge, collection process, tuition lost if no housing is available, etc.</li> <li>• Steve will call a task group together to discuss issues; Shannon, Becky, Curtis, and Gerry volunteered to meet.</li> </ul>
<p>5) Athletic Hall of Fame</p> 	Crittenden	<ul style="list-style-type: none"> <li>• Steve reported there has been some negative feedback from various sources since the Hall of Fame was established.</li> <li>• Discussion was held on the role of the committee and its membership.</li> <li>• Should college administration (president or cabinet) be approving the nominations, or should the committee have that right?</li> <li>• Nomination criteria should be reviewed by administration and maybe should go through the college policy/procedure process.</li> <li>• Anne believed the process needs some oversight.</li> <li>• Should the Cabinet review the nominations forwarded by the committee, or should a separate review committee be formed?</li> <li>• Steve should definitely be added to the committee for his role as Athletic Director.</li> <li>• Steve &amp; Anne will meet to discuss this year's nominations and discuss recommendations to the current process.</li> <li>• The annual banquet is planned for Sat, May 4<sup>th</sup>.</li> </ul>
<p>6) Delegation of Administrator per day</p>	Temte	<ul style="list-style-type: none"> <li>• At the NIMS training, it was mentioned that when the top administrators are off campus, another administrator should be designated to be in charge in case of emergencies.</li> <li>• Cindy was asked to look at Cabinet members' calendars through May and determine if their schedules warrant the need to designate an alternate administrator during their absence (for the TRF &amp; EGF Campuses only).</li> <li>• Aerospace Site will develop its own plan.</li> <li>• Expectations of the administrator in charge may need to be defined.</li> </ul>

		<ul style="list-style-type: none"> <li>Table-top exercises involving each of Northland's three main sites will be scheduled for emergency planning (with Tracey Worsley), possibly this summer.</li> </ul>
7) FY14 Budget Planning	Jesme	<ul style="list-style-type: none"> <li>Proposals for differential tuition are due to the system office by 3/30. (We are proposing changes to nursing tuition). Budget assumptions and enrollment for next biennium are due to MnSCU by 4/17.</li> <li>Compensation agreements far exceed what was budgeted in FY13 &amp; 14.</li> <li>Compensation agreements for July 2013-15 need to be planned for.</li> <li>May need to make substantial reductions in FY14 budget.</li> <li>Deans need to analyze their budgets/programs.</li> <li>Retroactive pay is being processed soon for AFSCME, MAPE &amp; MMA employees.</li> <li>Shannon still believes we can improve the college CFI in FY13.</li> </ul>
8) Admissions Process & Transition	Klinke	<ul style="list-style-type: none"> <li>All applications are being processed at the EGF campus now.</li> <li>Applications are ahead of last year – 482 last year; currently 570.</li> <li>194 applications were received during “no application fee” week, with the majority from LHS students.</li> </ul>
9) Balance due upon death of a student	Fontes	<ul style="list-style-type: none"> <li>Upon the death of a student, the Registrar is the first point of contact.</li> <li>An appeal for waiving a balance due should be submitted to Mary Fontes.</li> <li>The financial aid and business office must be notified of the waiver.</li> <li>Mary will send a notice of the death to the President's office; Pres. office will send sympathy card to family.</li> </ul>
10) Leadership Council Update	Temte	<ul style="list-style-type: none"> <li>This spring, we need to identify vulnerable areas of the college; using program sustainability data. Presidents have been asked to communicate with legislators regarding the impact of further budget reductions on the college.</li> <li>Economic Impact Report was shared; a press release is needed to highlight areas of the report.</li> <li>It was decided to not use the average household income figure contained in the report, as it does not appear to accurately reflect this region, without an explanation on how it was derived.</li> </ul>
11) Federal Sequestration	Jesme	<ul style="list-style-type: none"> <li>Shannon shared information on the impact of sequestration of the federal budget on MnSCU colleges and their programs/services.</li> <li>SEOG and Work Study, TRIO-funded programs and veteran tuition assistance</li> </ul>

		<p>programs could be negatively impacted; All federal grants the college receives may be subject to a 5% reduction.</p> <ul style="list-style-type: none"> <li>• The status of the MSHA Federal grant is unknown at this time.</li> <li>• Members were asked to notify Shannon of any other grants that are in jeopardy of being reduced.</li> </ul>
<p>12) CISCO - Phone System</p> 	Lindseth	<ul style="list-style-type: none"> <li>• Becky shared information on the cost of purchasing a new phone system for the college.</li> <li>• Approx. cost would be \$200,000; \$100,000 could be paid from FY13 budget.</li> <li>• System would provide 4-digit dialing between campuses; video phone capabilities for designated employees; one toll-free number;</li> <li>• Becky will forward the benefits and functions of the system to Cabinet members.</li> <li>• Administrative Services Division supports the recommendation to purchase the system.</li> <li>• Over half of MnSCU colleges have this system.</li> <li>• Cisco will be invited to present a demo to the Cabinet on April 4; receptionists will also be invited to view the demo.</li> <li>• Gene and Rocky will meet with the receptionists they supervise to brief them on the possibility of purchasing a new system and how it may impact their roles.</li> </ul>
13) Probationary Faculty	Lindseth	<ul style="list-style-type: none"> <li>• Becky inquired about whether or not anyone is keeping track of probationary faculty who are required to complete the TLC courses for their licensure. (they have a 3-year period to complete the courses)</li> <li>• Should this tracking be incorporated into the credentialing process being done by Mary Jo Bydal?</li> </ul>
14) Donation Acceptance	Jesme	<ul style="list-style-type: none"> <li>• Anne will notify Nancy Joyer to request the acceptance of the Pistons plane from the Foundation to the college at the April BOT meeting. (McDonnell Douglas DC 9-32; Tail number N880DF, serial number 47635)</li> <li>• The plane is now insured by the college.</li> <li>• Paperwork for the FAA needs to be submitted.</li> <li>• Dan and Curtis mentioned that the college will be the recipient of experimental aircraft from Southwest Tech; each item is valued under \$10,000, they so shouldn't need Board approval.</li> </ul>

<p>15) March 18<sup>th</sup> College Closure Issues</p> 	<p>Lindseth</p>	<ul style="list-style-type: none"> <li>• In regard to the cancellation of classes, and then closure of campuses – Becky explained the process that employees must take in reporting on their timesheet.</li> <li>• Supervisors must be consistent with all employees in how time is reported for that day.</li> <li>• If employees decided to stay home and take leave, prior to the college's decision to close the college, they are required to take leave for the whole day.</li> <li>• If they had intended to come in at a later time, and supervisors were notified of that intention, the employee should report leave for the number of hours they intended to miss, and report the balance of their hours as MSL.</li> <li>• Faculty have the ability to cancel their own classes, whether or not the decision is made to cancel all classes.</li> <li>• A memo from HR will be sent to all employees who submit timesheets to explain the reporting process for March 18th.</li> </ul>
<p>16) Other</p>	<ul style="list-style-type: none"> <li>• The Marketing Dept. was awarded three national awards from NCMPR – (1) gold, (1) silver, and (1) bronze – for the creation of the on-line viewbook and a postcard, both designed by Jason Trainer. Congrats Jason!</li> <li>• Shannon will forward information to Jason about an alumni in Criminal Justice who received a Rookie of the Year award.</li> </ul>	
<p>Meeting Adjourned @ 11:50 am</p>		
<p>Next Meeting Date</p>	<p>Thursday, April 4, 2013; <b>Changed to polycom – TRF 735; EGF 129; AC13; 10 a.m.</b></p>	