



President's Cabinet Meeting Minutes

Tuesday, May 28, 2013

TRF #735; EGF #301; AC13


3 p.m.

Members Present:

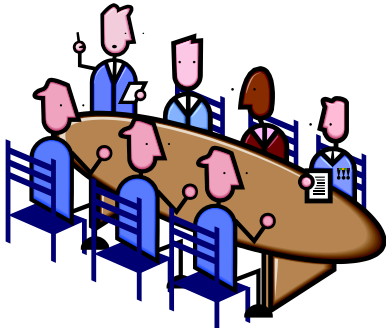
Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Mary Fontes, Bob Gooden, Shannon Jesme, Gene Klinke, Dan Klug, Becky Lindseth, Jim Retka, Jodi Stauss-Stassen, Anne Temte, Jason Trainer, Curtis Zoller, Karl Ohrn, Brian Huschle

Absent: Ron Dvergsten, Gerry Schulte, Stacey Hron

Guests:

Topic	Responsible Party	Discussion/Outcome
Revised SOP for Campus Events	Fontes, Jesme	<ul style="list-style-type: none">• A couple more revisions were made to the SOP.• Cindy will post the SOP under Administrative Procedures link and under College Procedure #1070P.• Another SOP is needed for college sponsored/co-sponsored events, vs. hosting the events. Several employees need to be involved in that future discussion.
Legislative Session Outcome; MnSCU/NCTC Budget 	Temte, Jesme	<ul style="list-style-type: none">• Results of FY14 bonding bill were distributed today to Cabinet members –<ul style="list-style-type: none">○ Aerospace Construction project is ranked #16; EGF initiative-Lab renovation ranked #25 of 26 projects.• Highlights of the higher education funding were as follows:<ul style="list-style-type: none">○ We can't raise tuition; waiting for decision on whether we can charge differential tuition for nursing courses that we proposed.○ Parking fee increase was approved.○ Potential of \$340,000 for FY14 for enhancing quality (undefined purpose as of yet)○ Tuition relief – potential of \$400,000 for FY14 added to base (based on FY12 enrollment)○ Equipment funding – based on 5-year average (receive in FY15) – to retain the funds, they must be matched by donations○ FBM – special funding from Ag Ed. group – unknown if it will be available to NCTC and how it should be used at NCTC.

		<ul style="list-style-type: none"> ○ Shannon submitted amended FY14 budget plan last week. ○ Deans are continuing to meet on budget; need more meetings. ○ Can we add positions? Do we anticipate retirements, resignations? ○ Campus Service Coops – they are not ready to provide the services that we may need. ○ Good news – enrollment is up 2% over last year at this time; applications are also ahead. ○ We are advised by the system office to NOT relay to the public that the state appropriation is not sufficient for the college to maintain all operations. ○ Coding for PSEO and concurrent enrollment needs a deep review/updating. ○ The Shared Gov. Council expects to discuss the FY14 budget plans at the June 25th meeting. ○ More information should be communicated at the June 3-4 Leadership Council. ○ The profits from the sale of the Swenson House (which was sold today ☺) will provide a better net profit for FY13.
Master Committee Chart Updates	Cedergren	<ul style="list-style-type: none"> ● Changes were made to the chart for various committees. More changes are still needed after budget decisions are finalized. ● It was determined that the Developmental Task Group would be used only as needed, with no set meeting schedule. ● Student Services Appeals – there's been a request to change this committee to college-wide vs. campus based. Discussion occurred. It was determined that both AASC and SGC should be consulted on this before a decision is made. <ul style="list-style-type: none"> ○ Mary will draft changes to the college policy/procedure and submit to AASC for discussion at its June (electronic) meeting; The SGC will also be asked for input at its June 25th meeting. Final review and adoption will go through AASC since it is an academic policy/procedure (3000 series). ● Titles may be used on the chart (versus individual names), until the memberships are finalized.
Student Housing Update	Crittenden	<ul style="list-style-type: none"> ● The RFP for a corporate lease contract resulted in no proposals. ● Foxtail apartments are currently full, with 12 units rented by students (number of students in each apt. is unknown) ● Athletics alone has 30-35 students without housing for fall. ● We need to identify how many UAS students still need housing. ● Do we need to send them to EGF for housing? How do we accommodate their travel

		<p>needs? Can we pay for a second bus run? Athletes have different schedules than non-athlete students (mid-aft and late evening commutes)</p> <ul style="list-style-type: none"> • Various discussions were held on possible options for housing— <ul style="list-style-type: none"> ○ Contract for leasing mobile homes (Petro Pumper option) ○ Sanford Hospital – space formerly utilized for nursing home ○ Dan suggested reaching out to Digi-Key, Sanford, Mayor and other key leaders to gain public support/awareness. ○ Cindy will work with Dan on getting a meeting scheduled with various community leaders (in late June). ○ Steve, Shannon, Becky & Jim will also form a task group to discuss options and strategies.
<p>Cabinet Member Project Updates</p> 	All	<ul style="list-style-type: none"> • Rocky - students on the President's and Dean's Lists are now receiving a congratulatory letter from President Temte via email. • Anne – graduation ceremonies went very well. She thanked everyone who contributed to the Institutional Work Plan she will submit to the Chancellor by tomorrow, to be used in her evaluation by the Chancellor. We've had a very busy year with reduced administrators, but we have accomplished many great things. It was another successful year. • Dean – Perkins FY14 meeting on May 30th. Murray Turner from the Perkins Consortium will attend the June 5th meeting on programs of study in Alexandria; Karl will attend as NCTC's rep. Dean is scheduled for assessments that day. • Becky – VP interviews are in progress; Closing on Swenson House held today. • Clinton – facilities projects – Fitness Center moving into Rooms 325 & 329; Preparing space for wrestling in former fitness center space; work will begin on telepresence rooms on main campus and aerospace. Soil sampling being done today on college land for potential housing development. • Karl – working on PSEO issues; will work with Rocky on articulation agreements; APR Committee/ILOs; Researching Employer Exit Survey trends. • Dan – Foundation's Hangar dinner scheduled for June 13 with a seafood boil as the menu; PSEO scholarships and a recent \$30,000 donation from the Beitos will be highlighted; Demos will be available, such as welding simulator, UAS and IA program demos. • Bob – Roofing project and electrical work has started; remodeling in student services/administration area in progress; These projects will take approx. \$1 million off

		<p>the backlog in the facilities condition assessment report.</p> <ul style="list-style-type: none"> • Jason – SEM task group goals are progressing; applicant phone calls will begin next week; working on adding an interactive campus tour; the marketing team attended a MnSCU conference last week; the proposal for an Action Learning Project for the Luoma program was accepted, titled “Creating Prospective Student Communication Plans to Support Strategic Enrollment Management”, with a goal of improving enrollment funnel matriculation by 5%. Jason will be traveling to Chaska in July for the start of this project. • Shannon – working on fiscal year end; purchasing card audit; a banking RFP is being worked on. • Jodi – working on accreditation issues. • Mary – working on revising policy/procedures for next year; previous versions will be archived from the student handbook before new ones are posted. • The following Deans will attend the statewide CAO/Deans Conference in Bloomington – Steve, Mary, Brian and Jodi. • Gene – reported that applications are up. • Curtis – working on TAACCCT grant application for Precision Ag; Closing out DOL/UAS grant; UAS equipment will arrive soon; DOL/IA equipment approved for telepresence projects; working on customized training contracts with companies in Duluth. • Brian – basically digging out; focusing attention on articulation and program items that had taken a back seat during the year.
Meeting Adjourned @ 4:30 pm		
Next Meeting Date	Thursday, June 20, 2013; TRF 735; EGF 150; AC13; 9 a.m.	