



President's Cabinet Meeting Minutes

July 11, 2013, 9:00 – 12:00, Rooms 735/150/AC13

Members Present:

Clinton Castle, Steve Crittenden, Dean Dalen, Mary Fontes, Bob Gooden, Dan Klug, Becky Lindseth, Jim Retka, Jerry Schulte, Anne Temte, Jason Trainer, Karl Ohrn, Brian Huschle

Absent: Cindy Cedergren, Stacey Hron, Shannon Jesme, Jodi Stauss-Stassen, Curtis Zoller, Rocky Ammerman

Guests:

Topic	Responsible Party	Discussion/Outcome
Hobson's Connect Update	Jason Trainer	Jason Trainer distributed and discussed two new reports outlining the weekly progression of potential students college-wide. This new reporting system provides weekly updates of the status of students per semester from inquiries, applications, admissions, to enrolled students. Jason will provide a report monthly at future Cabinet meetings.
Institutional Research Discussion		President Temte shared that there are no plans to establish an institutional research director position at this time; however the need for institutional data still exists. It has been decided that NCTC will work with other MnSCU institutions to share these services. Discussion was held regarding needing someone within the college to lead this process. A small team will be established to assist this employee with determining NCTC's institutional data needs. TEAM: Brian Huschle, Mary Fontes, Rocky Ammerman, Jerry Schulte, Karl Ohrn, Jason Trainer, Shannon Jesme, Becky Lindseth, and Sherry Lindquist would be invited.
Orientation for Vice President of Academic and Student Affairs	Anne Temte and Direct Reports Mary Jo Bydal Cindy Cedergren	President Temte shared that Carey Castle will be on campus on July 22 nd . Mary Jo will assist in managing his schedule. Temte requested that all of Castle's direct reports create list of their responsibilities and challenges in their positions and plan to meet with him to discuss. President Temte will be creating a prioritized list of critical projects for Carey when he starts at Northland on August 5 th . Cindy Cedergren will work to schedule an open house for employees to meet and welcome Castle to Northland.

MnSCU Financial Aid Situation	Jerry Schulte	Jerry Schulte shared that Minnesota Management and Budget failed to submit a required federal report by the deadline. Sanctions have been imposed on all MnSCU institutions for the next five years, which will create various changes in our financial aid disbursement procedures. A handout was provided with details. Updates will be communicated as appropriate.
Faculty Reminder List	Karl Ohrn	At each fall in-service, faculty members have been provided a reminder list of important activities and deadlines. Last year's list was distributed. Cabinet members are to review and forward any updates/changes to Lori Johnson.
Frequency of Cabinet Meetings	President Temte	Discussion was held on the structure and frequency of Cabinet meetings. Several recommendations came forward. It was recommended that standing agenda items be created and reports be provided monthly. Those included updates from: Technology, Marketing/Enrollment, Academic Affairs/AASC, Student Affairs, HR, Facilities, College Community Connections, Finance/Budget, MnSCU Metrics/Strategic Plan, and SEM. President Temte will take ideas into consideration and communicate once the decision is made.
Housing Update	Steve Crittenden	Steve Crittenden provided an update of the potential housing partnership with University of Minnesota – Crookston. NCTC could lease 50 units with 2 students per unit for an academic year. Discussion was held on insurance requirements, financial aid possibilities, transportation, as well as issuing an RFP. Becky Lindseth will work with Steve to see if an RFP is required. An update will be provided as appropriate.
Fall Faculty In-Service	Brian Huschle	Brian shared a draft agenda for the fall faculty in-service. Discussion was held regarding providing breakfast and refreshments and having an ice cream social. Dan Klug will work to find a sponsor for the breakfast. Telephone training will be provided on each campus by Marco. Brian will look into scheduling the Shared Governance meeting on this Wednesday. An updated agenda will be distributed as information becomes finalized.
Rights of Parents and Pregnant Students	Steve Crittenden	Steve Crittenden shared that NCTC must ensure that non-discrimination procedures are being followed by faculty regarding parents and pregnant students and absenteeism. NCTC needs to be sure this is included in our non-discrimination policy and that students are excused and given a chance to catch up. It was recommended that NCTC adopt an overall absenteeism policy that covers this as well.
EDC – Directors Advisory Meeting	Dan Klug, Jim Retka, and Carey Castle.	President Temte shared that during this meeting she had a discussion regarding the need for immediate training needs at the oil fields in North Dakota. She has requested

		that a team from NCTC visit the oil fields and make some connections. This team would include: Dan Klug, Jim Retka, and Carey Castle. President Temte will give contact information to this team to make the connections.
Institutional Workplan	President Temte	President Temte announced that work needs to begin on NCTC's institutional work plan using MnSCU's framework. Expectation is for Administrative Services, Academics and Student Services, and Advancement contribute to the plan. President Temte will send information to these groups to begin work.
Master Facility Plan	Becky Lindseth	Becky Lindseth shared that an RFP was being drafted for NCTC's Master facility plan. It is important that the Cabinet meet to discuss expectations and the planning for the architects to follow to create a meaningful document for Northland. This item will be included for discussion at a future Cabinet meeting.
Safety Training	Supervisors	Becky Lindseth announced that our safety training completions were greatly improved this year with only eight faculty members not completing the required training by the deadline. Becky will research options for direction and communicate with supervisors as needed.
Round Table – Catching Up		Steve Crittenden reported on the new process for charging against financial aid for a variety of products. This process would be used if the housing project with UMC was established.
		<p>Mary Fontes reported an increase of 3% in FYE and 200 students in headcount over last year at this time. She is working with a small group to work through a transition plan for the director of admissions.</p> <p>Fontes asked about the new Hyperion upgrade and what it means for employees who currently have queries built and saved. Will these queries need to be re-created? Becky will connect with Stacey and ensure an update is provided.</p>
		Bob Gooden reported that the EGF roofing project will be completed at the end of July and will reduce FCI by reducing the backlog by \$1,000,000. Remodeling has begun in student services and administration areas.
		Karl Ohrn shared that the University of Mary will be visiting NCTC's nursing programs as part of our articulation process.
		Dan Klug reported that the PSEO scholarship has had its third graduating class with 23 students. With the success of this program, more funds are needed to replenish the scholarship. Bob Gooden has created an Endowment Fund in honor of his late wife Aggie. The golf tournament on August 1 st will continue to raise funds for this effort.

		<p>Other activities reported on included: August 29 - NCTC on the Boardwalk is all set to go, and the Pioneer Run is set for September 14th in TRF. Everybody's Market and the Thief River Falls Annual Block Party are also scheduled in TRF on Sept. 14.</p> <p>Klug reported that Mary Fontes, Becky Lindseth and Anne Temte are close to reaching the \$10,000 mark of donations to the Foundation.</p> <p>Klug also asked Cabinet members to encourage employees to donate to the Ignite Thief River Falls campus scholarship program.</p>
		<p>Becky reported that the new telephone system is in place at the Thief River Falls main campus and the aerospace site. The East Grand Forks Campus will be completed at the end of July or first part of August. Becky also reported that the Administrative Services Coordinator position will be posted this week.</p>
Meeting Adjourned @ 11:30AM		
Next Meeting Date		<p>Set by President Temte following the meeting: Thursday, Aug. 15; 9 a.m. ; TRF Campus only, Room 735.</p>

Julie Fenning, Acting Recorder; ccedergren/Cabinet/Cabinet 2013-14/Cabinet meeting 13_07_11-revised