



President's Cabinet Meeting Minutes

August 15, 2013

9 a.m., TRF 735

Members Present:

Rocky Ammerman, Michelle Bakken, Carey Castle, Clinton Castle, Cindy Cedergren, Steve Crittenden, Mary Fontes, Bob Gooden, Stacey Hron, Brian Huschle, Shannon Jesme, Dan Klug, Kristi Lane, Becky Lindseth, Kirsten Michalke, Karl Ohrn, Jim Retka, Jodi Stauss-Stassen, Anne Temte, Jason Trainer

Absent: Jerry Schulte, Dean Dalen, Curtis Zoller

Guests:

| Topic | Responsible Party | Discussion/Outcome |
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| 1) New Members | Temte | <ul style="list-style-type: none">President Temte welcomed new members – Carey, Kristi, Michelle, and Kirsten, to the Cabinet.She asked that the Campus Management Teams designate one person each month to participate in Cabinet meetings by polycom, to ensure there is one administrator/supervisor on the campus. |
| 2) Support Staff In-Service | Lindseth | <ul style="list-style-type: none">Becky suggested either 9/27 or 10/17 as date choices.Since the State of the College is scheduled on 10/17 in TRF, 9/27 was chosen;Location – TRFBecky will work on a draft agenda/schedule |
| 3) Charging in the Bookstore | Jesme | <ul style="list-style-type: none">Reminder that students may charge up to \$600 (even without financial aid in place) |
| 4) Pregnant & Parenting Students | Fontes, Stassen | <ul style="list-style-type: none">Mary and Jodi summarized the highlights of the “Dear Colleague Letter” from the US Dept. of Education regarding pregnant and parenting students and their rights under Title IX.This directive may contradict nursing clinical site rules, in terms of attendance.Waiting to receive guidance from MnSCU on implementing the required changes. |
| 5) Students with Hepatitis B | Fontes, Stassen | <ul style="list-style-type: none">Another “Dear Colleague Letter” from the US Dept. of Education directs colleges on the participation of students with Hepatitis B in health related programs. |

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| | | <ul style="list-style-type: none"> • There will be nursing clinical site issues to work on regarding this directive too. |
| 6) Sexual Assault Prevention Training | Fontes | <ul style="list-style-type: none"> • Mary reported on new USDOE requirements for colleges to offer Sexual Assault Prevention training by March 2014. • She shared a proposal from EverFi, a consulting firm; Costs are \$5,500 (year 1); \$5,775 (Year 2) – with a two-year agreement. • MnSCU doesn't have any system training developed yet. • Mary agreed to cover the cost from her budget for a two-year agreement. • Cabinet approved. |
| 7) Student Intercampus Travel | Crittenden | <ul style="list-style-type: none"> • Steve reported there may be more athletes needing transportation from EGF than in past years. • Coordination of vehicles is needed to accommodate the increased need. • We may need to modify the current plan to reduce the fleet, and retain more vehicles for fall semester at least. • Parking spots should be designated on the campus grounds. |
| 8) Housing RFP | Lindseth | <ul style="list-style-type: none"> • If anyone receives calls or questions about the housing RFP, please refer them to Becky. |
| 9) Same Sex Marriage Law | Lindseth | <ul style="list-style-type: none"> • Becky reported on the changes in insurance coverage; • There are uncertainties regarding tax implications in respect to state of residence. |
| 10) Open Enrollment for SEGIP | Lane | <ul style="list-style-type: none"> • Kristi announced that open enrollment for state employee group insurance is set for Nov. 1-14. |
| 11) College Application Week & Waiver of fees | Fontes | <ul style="list-style-type: none"> • Discussion was held on the choice of offering a waiver of application fees for all students who apply during the week of Oct. 25-31, or to limit it to certain groups, such as high school students, Minnesota residents, etc. • It was decided to offer the waiver to all high school students who apply during that week. • Jason Trainer and Nicki Carlson are working on communicating this info to the high schools. News releases will be needed for general public knowledge. |
| 12) Institutional Research Listserv | Lindseth | <ul style="list-style-type: none"> • Becky will be removed from the IR listserv and replace with Carey Castle, along with Sherry Lindquist. |
| 13) Cabinet Agenda/New Format | Temte | <ul style="list-style-type: none"> • President Temte explained a new process that will be used for establishing the agenda for Cabinet meetings, by using a template to frame the issues to be discussed. |

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| | | <ul style="list-style-type: none"> • Various methods to utilize the template were discussed. • We need an action follow-up method. • Anne will visit with Jason Trainer on a desired method of submitting and sharing the templates. The existing method of submitting agenda items to Cindy will remain in effect until further notice. |
| 14) Phone System Update | Hron | <ul style="list-style-type: none"> • Stacey reported that the phone system installation is complete and went quite smoothly, with very few problems. • All campus employees have one extension, whether they have two offices or one. • Phone training for faculty is scheduled during in-service days. • Stacey explained the “group” call – it’s working well in the business office group. • The need for front desk receptionists on each campus was briefly discussed; Rocky, Mary, Becky & Jason T. will meet to discuss further. • It’s important to keep in mind that the receptionist is often the first point of contact – on the phone or as a walk-in. |
| 15) Alternate Student Email Address | Hron | <ul style="list-style-type: none"> • Stacey asked members if the college should give students the option of using an alternate email address (shorter than the current one); it would be first name_last name@mynctc.org. • They would receive college email messages from both email addresses. • Lengthy discussion was held on pros and cons. • Jason T. promoted the idea of college email forwarding to the students’ personal email (usually accessible by phones). • There was no consensus among Cabinet members to change the current student email address. • It was decided to leave the student email address as is: firstname_lastnamestudent@northlandcollege.edu |
| 16) Non-Institutional Charges | Crittenden | <ul style="list-style-type: none"> • Steve shared a form developed for obtaining student authorization to charge non-institutional charges against their financial aid accounts. • Examples: library fines, returned check fees, application fees for payment plans, uniforms, equipment not returned, or any charges not directly tied to taking a class. • Form needs further revision – to include description of item being charged to |

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| | | financial aid. Clarify “prior term”; needs some checks and balances; An SOP or policy/procedure may need to accompany the form. A work group will meet to refine the process. |
| 17) Enrollment Update | Trainer | <ul style="list-style-type: none"> • Jason provided enrollment reports, headcount and FYE. • We are currently down 2 FYE college-wide compared to last year; 1% increase in distance education. • Approximately 50/50 split between new students and returning students. |
| 18) Leveraged Equipment | Jesme | <ul style="list-style-type: none"> • Shannon shared a memo from Laura King regarding FY15 leveraged equipment funding. • Legislation defines “equipment” as equipment for instructional purposes for programs that produce graduates with skills for which there is a high employer need within the state. This statement needs more clarification – • Do Liberal Arts programs qualify? • Discussion was held on matching contribution requirements. • We can’t utilize any funds until 7/1/14. First report to legislature is Jan. 2015. • A task group was formed to discuss this topic: Carey, Shannon, Dan, Steve & Jim volunteered. • Approximate funding for Northland for leveraged equipment in FY15 - \$188,540 • Submit questions about the memo to Shannon Jesme. |
| Other | | <ul style="list-style-type: none"> • Al Swanson announced his retirement from the TRF Math faculty position. • Scott Bistetto has been hired as New Media faculty. • Construction Electricity faculty vacancy – still unfilled at this time. • Shannon will be presenting information to faculty on a new prompt payment statute – invoices must be made within 30 days of receipt. • Reminder – we cannot pre-pay for any services provided to the college. • Dan shared event info: <ul style="list-style-type: none"> ○ August 29 – Northland on the Boardwalk (EGF) – designed to promote 90.1 in the EGF/GF area. Opportunity to welcome students, connect with alumni. ○ Sept. 14 – Pioneer Run (in color); run starts at Sanford Medical Center (TRF). They hope for 100+ participants; Students pay only \$5.00 |

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| | | ○ EGF Golf Tournament had 134 golfers – record high dollars raised. |
| Meeting Adjourned @ 11:55 | | |
| Next Meeting Date | | Originally scheduled for Sept. 19; Later changed to Thursday, Sept. 26, 2013; EGF #290; 1:30 pm |

Ccedergren/cabinet/2013-14/cabinet meeting minutes 13_08_15 -revised