



## President's Cabinet Meeting Minutes

Thursday, Sept. 26, 2013

1:30 p.m.

EGF 290; polycom in TRF 662

### Members Present:

Rocky Ammerman, Michelle Bakken, Carey Castle, Clinton Castle, Cindy Cedergren, Steve Crittenden (at TRF), Dean Dalen, Mary Fontes, Bob Gooden, Stacey Hron, Brian Huschle, Shannon Jesme, Dan Klug, Kristi Lane, Kirsten Michalke, Karl Ohrn, Jim Retka, Gerry Schulte, Anne Temte, Jason Trainer

**Absent:** Curtis Zoller, Becky Lindseth, Jodi Stauss-Stassen

### Guests:

Topic	Responsible Party	Discussion/Outcome
1) Mobile computing devices	Crittenden	<ul style="list-style-type: none"><li>• A task group met over the summer to begin discussions about the purchase of iPads, various other mobile devices, and data plans.</li><li>• A form and process was developed; Policy/procedure may need to change.</li><li>• Mary brought up concerns raised in a recent MnSCU webinar regarding data privacy issues related to personal computing devices.</li><li>• Campus Service Cooperatives group is looking at data plan contracts for the system.</li><li>• Deans should discuss the data privacy issues with their employees who currently use these devices. This information needs to be communicated to all employees.</li><li>• Waiting for MnSCU guidance on mobile app usage; may look at Rochester's policy.</li><li>• Task group needs to meet again – added to the group were Mary, Rocky, Brian, along with the existing group of Stacey, Shannon, and Becky.</li><li>• Supervisors should discourage purchase of data plans for now, unless there is a compelling need; should be paid by dept. budgets.</li></ul>
2) Travel/Field Experience Course Request	Crittenden	<ul style="list-style-type: none"><li>• Faculty member has requested to take a group of students during spring break to an approved international destination.</li><li>• Tuition and service charge or fee would have to cover all costs.</li></ul>

		<ul style="list-style-type: none"> <li>Carey and Steve will discuss the request further.</li> </ul>
3) College-Ready grant opportunity	Crittenden	<ul style="list-style-type: none"> <li>Great Lakes' 2014-15 College Ready grant opportunity for up to \$300,000.</li> <li>Cabinet determined the timeline was too tight (Oct. 17 deadline), to develop a quality proposal, and partner with a high school.</li> <li>Should look into this opportunity for next year, if available.</li> </ul>
4) Administrative Services topics: a) Personal appliances; b) Master Facility Plan c) Remodel Projects d) Video phone usage	Castle, Gooden, Hron	<ul style="list-style-type: none"> <li>Personal appliances – a toaster in a copy room recently set off the fire alarm in TRF. This type of thing occurs 3-4 times per year/per campus. Time is lost; local fire depts. may choose to invoice the college for response to false alarms. Should we continue to allow personal appliances in assigned offices? Should associated financial penalties be charged to the owner/operator of the appliance? Discussion occurred. <ul style="list-style-type: none"> <li>Communication is needed for all employees to understand the need to be responsible when using such appliances; we may be billed for costs and employees need to be cognizant of the time lost due to interruption.</li> <li>No decision was made to remove personal appliances from offices or work rooms.</li> </ul> </li> <li>Master Facility Plan – Hay Dobbs was selected as the architectural firm to complete the MFP. Kick-off meeting will be held in about two weeks. <ul style="list-style-type: none"> <li>We have no Academic Master Plan in place right now.</li> <li>MFP is due by summer 2014.</li> <li>The firm should meet with the academic deans to start.</li> <li>A steering committee needs to be formed, to include Division Chairs.</li> </ul> </li> <li>Remodeling Updates: <ul style="list-style-type: none"> <li>EGF – phase 2 of project should be completed around 10/17.</li> <li>TRF – Suite 545 – should be completed around 10/17. <ul style="list-style-type: none"> <li>Will move Jim Retka after that date; HR after that.</li> <li>Wrestling practice room – 95% complete</li> <li>Fitness Center – nearly complete</li> <li>Security cameras – in progress.</li> <li>Tele-presence rooms – equipment installation is planned for 10/14 in TRF.</li> </ul> </li> </ul> </li> <li>Telephones – standard vs. video phones <ul style="list-style-type: none"> <li>Discussion held on whether employees with video phones should be</li> </ul> </li> </ul>

		<p>required to have their camera on, or should they be issued a standard phone instead.</p> <ul style="list-style-type: none"> <li>○ President Temte placed a decision on this topic on hold.</li> </ul>
5) Student Affairs Updates		<ul style="list-style-type: none"> <li>• Mary presented a written summary of activities in each dept. of Student Affairs.</li> </ul>
6) Roseau Site	Trainer	<ul style="list-style-type: none"> <li>• Jason announced that Nicole Hagen had resigned from her position in Roseau, effective 9/30.</li> <li>• He asked for approval to hire Nicole on a temporary basis to cover proctoring services for tests previously scheduled. He reported that she proctors approx. 30-40 tests each semester; some are for non-NCTC students. Cabinet approved this temporary position.</li> <li>• It was noted that Roseau County is the third largest county for enrollment at NCTC.</li> <li>• There's potential for COI to use the facility more if the schedule allows.</li> <li>• The Executive Committee needs to discuss the filling of the vacancy.</li> </ul>
7) Student Services Appeals Committee Change	Ammerman	<ul style="list-style-type: none"> <li>• This committee will change to a college-wide committee.</li> <li>• They will have an organizational meeting soon to determine process, schedule, and plans moving forward.</li> <li>• Mary F. is the first level decision-maker, based on the recommendation of the committee. President Temte is the second level decision-maker for these appeals.</li> </ul>
8) 50 <sup>th</sup> Anniversary Celebration	Klug	<ul style="list-style-type: none"> <li>• Potential of a 50<sup>th</sup> anniversary celebration in 2015 (community college anniversary) was discussed at length.</li> <li>• Purpose – connect with alumni &amp; retirees (friend-raising vs. fundraising)</li> <li>• Should it tie into Homecoming events? Or be held in the summer?</li> <li>• Ideas and opinions were shared, but no decision to endorse or not was made.</li> <li>• Dan Klug needs a recommendation from Cabinet on whether to move forward in planning or not (by the Nov. 4<sup>th</sup> Board meeting)</li> <li>• Members were asked to forward their opinions and suggestions to Dan.</li> <li>• Various other milestones were mentioned – 2015 is the 20<sup>th</sup> year anniversary of merger of Technical and Community college;</li> <li>• How do we tie EGF into this event?</li> </ul>
9) State of the College	Temte, Klug	<ul style="list-style-type: none"> <li>• The respective Chambers of Commerce are sponsoring luncheons again this</li> </ul>

Luncheons		<p>year:</p> <ul style="list-style-type: none"> <li>○ TRF – Wed, Oct. 16 @ 11:30 a.m. – Gunderson Commons</li> <li>○ EGF – Thurs, Oct. 17 @ 11:30 a.m.- Commons</li> <li>○ Theme is “Get to Know Us”</li> </ul>
10) Lake Superior College Update	Temte	<ul style="list-style-type: none"> <li>• Anne, Jim, Carey, Curtis &amp; Dan met with LSC officials recently to discuss LSC’s plans to start up an AMT program in Duluth; discussion centered on ways to collaborate with them.</li> <li>• We have filed our objections to MnSCU for LSC to start a new program.</li> <li>• We will continue to work on COI contracts with specific Duluth corporations.</li> <li>• Seeing enrollment growth in remote sites is more likely for us than growth at the TRF site.</li> <li>• There’s an estimated 40,000 A &amp; P job vacancies nationally. <ul style="list-style-type: none"> <li>○ 1400 unfilled in Minnesota; 1100 in the metro area</li> </ul> </li> </ul>
11) Center of Excellence	Temte	<ul style="list-style-type: none"> <li>• NCTC, Ridgewater &amp; Central Lakes have been designated by MnSCU as a Center of Excellence in Agriculture.</li> <li>• Provides \$250,000/year in funding.</li> <li>• Will focus on Precision Agriculture programming.</li> </ul>
12) Recent Meetings	Temte	<ul style="list-style-type: none"> <li>• The Senate Higher Education Committee visit to TRF campuses on 9/25 went well; the visitors were given information on what we’re projecting financially over the next three years.</li> <li>• Engineering Technology meetings held on 9/26 went well; had good discussions with government and industry sectors.</li> </ul>
13) Federal Work Study	Jesme	<ul style="list-style-type: none"> <li>• A task group needs to meet to discuss raising hourly wage for workstudy; and/or increasing the hours a student may work.</li> <li>• Shannon will call a meeting.</li> </ul>
14) Valley Prosperity Partnership	Temte	<ul style="list-style-type: none"> <li>• Focus groups will meet on Oct. 1 &amp; 2 in Grand Forks.</li> <li>• Cindy will forward information to Cabinet members.</li> <li>• President Temte encouraged participation if schedules allow.</li> </ul>
Meeting Adjourned @ 4:15 pm		
Next Meeting Date		Friday, Oct. 18, 2013; 9 a.m. – TRF 735 (polycom to EGF 301 – for 1 EGF employee)