



President's Cabinet Meeting Minutes

Friday, October 18, 2013

TRF 735; EGF 290

9 a.m.

Members Present:

Rocky Ammerman, Carey Castle, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Mary Fontes, Bob Gooden, Brian Huschle, Shannon Jesme, Dan Klug, Kristi Lane, Becky Lindseth, Kirsten Michalke, Karl Ohrn, Gerry Schulte, Jodi Stauss-Stassen, Anne Temte, Jason Trainer

Absent: Curtis Zoller, Jim Retka, Michelle Bakken, Stacey Hron

Guests:

Topic	Responsible Party	Discussion/Outcome
Faculty Union Release Credits	Lindseth	<ul style="list-style-type: none">Becky shared a grievance settlement and MOU between MSCF and MnSCU regarding calculation of union release credits, and asked that all academic deans review the information.This formula is only used for calculated union release credits, not any other release credits.Steve will make sure Lori Johnson has this information for assignment load sheets.
OCHS Services	Huschle	<ul style="list-style-type: none">Brian shared a summary of this topic, and discussion occurred as to whether or not the college desires more tracking abilities related to OCHS, CHS, and PSEO students for the rate at which they enroll in NCTC post high school graduation.It was decided the college could benefit from tracking these students better, and a task group of Brian, Jason T, Rocky, and Karl was formed to work on a change in coding the students in ISRS; will possibly include Teresa or Kathy from the Dist. Ed. office. Brian will call the first meeting.
Student Affairs Update – Default Rate	Fontes/Schulte	<ul style="list-style-type: none">Mary submitted a summary of Student Affairs topics.Gerry reported more on NCTC's cohort default rates. Our two-year CDR is 11.4%; three-year is 19%. If we exceed 15% for the two-year CDR we will be required to disburse first time borrowers in two payments – one at beginning of semester and one at midpoint.If our retention rates increase, our default rates will likely go down.There is a trickle-down effect- leading to concerns from the business office – loan

		<p>delays, bookstore charging effected, may increase the need for housing loans.</p> <ul style="list-style-type: none"> • Financial management is included in the Pathways to Success Course – that may help lower default rates for that population of students. • Many students carry credit card debt in addition to student loan debt.
COI Update	Michalke	<ul style="list-style-type: none"> • Truck Simulator for CVOP should be available for the CVOP Advisory Committee meeting on Nov. 19th. Davis Hamilton is the trainer for the simulator. • Could provide the COI Annual Report to SGC in November or December.
Policy Review	Lindseth, Fontes	<ul style="list-style-type: none"> • 1) #4037P Use of Volunteers Procedure – Becky noted the only change was the addition of the requirement for volunteers to complete data privacy training if applicable. A Grouplink ticket could be used to notify the appropriate depts. in order to provide the volunteer the information needed to take the training. Approved. • 2) #2015 Data Privacy Policy – Mary reported on the changes, made in consultation with MnSCU General Counsel. It was agreed to use NCTC throughout the policy. Approved.
Grant Proposal Intents	Carey Castle	<ul style="list-style-type: none"> • Carey reported that Jim Retka has submitted a pre-cursor to applying for a grant through the National Science Foundation. • Brian will check into whether we are included in the College Readiness grant proposal being considered by the Distance Ed. Consortium. • Anne reported on a MnSCU Ag Center of Excellence grant approved for Central Lakes, Ridgewater, and NCTC. Discussions are still being held to determine the use of the funds. •
Shared Gov. Council Agenda	Temte	<ul style="list-style-type: none"> • Cindy will forward the items that were tentatively placed on the Nov. agenda at the Oct. agenda setting meeting, as a reminder for anyone who needs to prepare for those topics.
Leveraged Equipment Discussion	Jesme	<ul style="list-style-type: none"> • Shannon will share a FAQ document with Cabinet members, clarifying questions about the process required to receive leveraged equipment funding (potential funding of approx. \$188,000) • It is restricted only to instructional equipment....but could also be donated installation or training for new equipment. • We need to identify a single point of contact. • Shannon explained the difference between the former “matching funds” process

		<p>to this new process of allocation.</p> <ul style="list-style-type: none"> • The allocation will go into the general fund budget, not to individual cost centers. • A task group will meet and create a plan by Dec. 1st on how to proceed and how to instruct employees on the process. Carey will call a meeting with Dan, Shannon J, Steve and Brian.
Jan. In-Service Agenda	Crittenden	<ul style="list-style-type: none"> • Steve is coordinating the agenda for the Jan. 8th faculty in-service day, to be held at EGF. • Items on a tentative list include: 1) Budget; 2) Leveraged Equipment; 3) ADA Course design in D2L; 4) Quality Matters; 5) Work sessions on ILO & CCO; 6) Default Rate information; 7) Pregnant and Parenting Students. Discussion was held on whether a speaker should be found for a portion of the day. Brian mentioned a potential speaker on ADA course design. • Safety training will be designated during the faculty work days – Jan. 9-10, primarily for new employees to take the required training. • Steve is coordinating with the Faculty Development Coordinators access to online instructional training modules. • Cindy will handle food arrangements for Jan. 8th. • A tentative agenda for Jan. 8th should be ready for SGC review at their Dec. 11th meeting.
Open House for Telepresence Rooms, Remodeling Projects	Temte, Klug	<ul style="list-style-type: none"> • It was suggested that employee open houses be scheduled when the telepresence rooms and remodeled areas on both campuses are complete; sometime in late Nov. will be considered. Anne will work with Cindy on scheduling the dates.
Meeting Adjourned @ 10:35 am		
Next Meeting Date	Thursday, Nov. 21, 2013; 9 a.m. – EGF 290	