

## President's Cabinet Meeting Minutes

Thursday, January 23, 2014

TRF 601; EGF 149, via telepresence

### Members Present:

Rocky Ammerman, George Bass, Michelle Bakken, Carey Castle, Clinton Castle, Steve Crittenden, Dean Dalen, Mary Fontes, Bob Gooden, Brian Huschle, Shannon Jesme, Dan Klug, Kristi Lane, Becky Lindseth, Kirsten Michalke, Karl Ohrn, Jim Retka, Gerry Schulte, Jodi Stauss-Stassen, Anne Temte, Jason Trainer, Sheila Bruhn

**Absent:** Stacy Hron, Curtis Zoller

### Guests:

Topic	Responsible Party	Discussion/Outcome
<b>Information Items:</b>		
1. BOT Action regarding Northland's request for permission to develop housing.	Temte	<ul style="list-style-type: none"> <li>Two proposals went before MnSCU's Finance committee: 1) TRF Housing and 2) MN West. Interesting to note: <ul style="list-style-type: none"> <li>TRF vacancy rate is 1.4 to 1.5%</li> <li>Approximately 60% commute 45 miles or more</li> </ul> </li> <li>Finance committee approved TRF Housing proposal to enter into negotiations and full board approved on Wednesday under consent agenda items.</li> <li>Comments: <ul style="list-style-type: none"> <li>ORB Company did have representatives at Tuesday's Finance Committee meeting.</li> <li>Approved only for negotiations process, by far not complete.</li> <li>Laura King, MnSCU wanted facilities @ edge of NCTC property so in future facilities could be separated from NCTC and sold, if necessary.</li> <li>Target date for housing complex completion, fall of 2015</li> <li>Another land item - Feb. 4<sup>th</sup> long term ground lease for aerospace campus. Anne and Becky will meet in St. Paul with Brian Yolitz and Greg Ewig.</li> </ul> </li> </ul>
<b>Introductions</b>	Temte	<ul style="list-style-type: none"> <li>Sheila Bruhn was welcomed and provided a short bio. Introductions were made.</li> </ul>
2. Background Study Hold Standard Operating Procedure (SOP)	Stassen	<ul style="list-style-type: none"> <li>Written policy went before Allied Health faculty: <ul style="list-style-type: none"> <li>Recommendation: hold placed on student record remains for 1 year. <ul style="list-style-type: none"> <li>✓ If student changes majors, then new dean or advisor can override hold.</li> <li>✓ If Liberal Arts is selected advisor can override hold.</li> </ul> </li> <li>Anne asked if this needs to go before Shared Governance Council.</li> <li>According to policy &amp; procedure #1035 &amp; 1035P, only policies and procedures go through formal approval process.</li> </ul> </li> </ul>
3. AFSCME Professional Development Request	Lindseth	<ul style="list-style-type: none"> <li>Rita Lealos is coordinating a professional development event on March 13<sup>th</sup> from Noon to 4 p.m. in EGF. The date is during spring break and cost is \$1,200. (\$1,000 for speaker, Bonnie Andrys and \$200 for snacks and supplies.) Discussion followed: <ul style="list-style-type: none"> <li>Is the training just for EGF campus? If yes, could TRF staff be invited?</li> <li>Budget for the event is coming out of EGF budget for professional dev.</li> <li>Do offices close completely? If both campuses are involved this is a possibility, but it is up to supervisors to determine. (If one campus does training, other campus can cover office.)</li> <li>With costs of travel time and mileage, it may be more cost effective to hold separate trainings. Speaker may be available for same training held in TRF.</li> </ul> </li> <li>Consensus is to leave separate for 2014.</li> </ul>
<b>On-going Items:</b>		
1. Policy review: 6035 Campus Signage	Lindseth	<ul style="list-style-type: none"> <li>Becky reported policy 6035 was developed by committee in 2010 and covers items such as bulletin board update, tape use on walls, etc. Comments: <ul style="list-style-type: none"> <li>Policy allows for nice looking bulletin boards</li> <li>Possibly a marketing and public relations area which could address standards,</li> </ul> </li> </ul>

		<p>guidelines policy, etc.</p> <ul style="list-style-type: none"> <li>○ Suggestion to have a clearly marked, 3-week posting timeframe for all items. <ul style="list-style-type: none"> <li>✓ Have item date stamped at front desk.</li> <li>✓ Who would be responsible for removing outdated items? Facilities staff or their work study students could be given this task.</li> </ul> </li> <li>○ Display cases discussed. Several need to be updated. <ul style="list-style-type: none"> <li>✓ TRF display case in theatre lobby, closest to doors will hold Swenson artifacts. Becky and Katie are working on the display</li> </ul> </li> </ul> <p><b>NO ACTION: – leave as is for now.</b></p>
2. Grant Proposal Intents	Retka/ Michalke	<ul style="list-style-type: none"> <li>• NSF Mentor Connect Grant - Jim reported he worked with Curtis &amp; Jon on this grant which was awarded. Curtis and Jon are at training now. Carey has grant link.</li> <li>• NSF ATE Project Grants – Jim shared project grants are due in July with an award range of \$200-\$900K. Jim stated that projects awarded funds are typically sustainable through NSF.</li> <li>• MnSCU Centers of Excellence in Transportation grant was awarded for \$113K for aviation training. Information is on ‘Base Camp’.</li> <li>• DOL Youth Career Connect Grant. Kirsten stated a request has been submitted to be part of grant through Bemidji from NW MN Foundation. NCTC would provide support with a .05 FTE for 1 year. No dollars would be awarded.</li> <li>• Quality Matters - Kirsten reported Sherry Lindquist is working on web design, orientation services and professional development.</li> <li>• DOL TAACCCT Round IV Grant – Precision Ag. – Meeting scheduled for tomorrow morning, 8-9 a.m. Jim has white paper re: grant &amp; it is on SharePoint. NCTC meets with grant writer Feb. 5<sup>th</sup> at 4:00 p.m.</li> </ul>
3. Shared Governance Council Agenda	Temte Ammerman Huschle	<ul style="list-style-type: none"> <li>• Meeting rescheduled for Fri., 1-24-14, 2-4 p.m. due to weather. Short agenda.</li> <li>• Nomination for faculty of the year – Carey is working on process.</li> <li>• 24 hour extension for grade submission (midnight on Sat.) Rocky asked if extension was beneficial. Discussion followed: <ul style="list-style-type: none"> <li>○ Still 6 or 7 instructors that needed contacting. Deans called on Sunday</li> <li>○ Adjunct instructors – Rocky asked what can be done to provide better info. <ul style="list-style-type: none"> <li>✓ Brian stated that the adjunct handbook has grade link identified.</li> <li>✓ Reminder emails may not be getting through and/or read.</li> <li>✓ No recommendations made.</li> </ul> </li> <li>○ Rocky was asked to attend Shared Governance tomorrow and ask if 24-hour extension should continue in 2014. Rocky will attend.</li> </ul> </li> <li>• “I” grade use – clarification on how/when an incomplete grade should be given. Topic is on agenda for tomorrow.</li> <li>• Other topics for Shared Governance: <ul style="list-style-type: none"> <li>○ Academic calendar committee: Anne, Rocky, Deans and Faculty Heads</li> <li>○ MnSCU Budget shortfall - \$31M supplement being requested.</li> </ul> </li> </ul>
4. Budget	Temte	<ul style="list-style-type: none"> <li>• Shannon is working on financial ‘book-ends’ to share at next Cabinet meeting. The following factors will be considered in the modeling: <ul style="list-style-type: none"> <li>○ FY14 losses using model of 2,500 full-time enrollment numbers.</li> <li>○ \$17M moved to base</li> <li>○ Compensation projections are being fine-tuned</li> <li>○ Review tolerance for deficit spending (planned and due to enrollment decline)</li> </ul> </li> <li>• Good news is NCTC experiencing System recognition and grants received.</li> </ul>
5. Bookstore Profit		<ul style="list-style-type: none"> <li>• Purchases - no report</li> </ul>
6. Reports	All	<ul style="list-style-type: none"> <li>• Michelle Bakken: Reg. Cancellation for Non-Payment (RCFN) - 10 dropped</li> <li>• Kirsten Michalke: COI busy with day to day activity. <ul style="list-style-type: none"> <li>○ Customized training for Artic Cat, meeting with Polaris this p.m.</li> <li>○ Brad is traveling a lot.</li> <li>○ Mfg. applied engineering – Bemidji outreach to youth in STEM programs. NCTC would assist with facilitation</li> <li>○ Commercial Vehicle Operator Program (CVOP) currently has 15-16 students.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Kristi Lane: working on retirement eligibility items <ul style="list-style-type: none"> <li>○ Insurance items being reviewed</li> <li>○ Affirmative Action reports due this summer</li> </ul> </li> <li>• Jim Retka: Helping to manage and reshape Ag program <ul style="list-style-type: none"> <li>○ Receiving a DC-9 from Delta today at aviation campus. Two year process with Sen. Klobuchar's help as she held discussions with Richard Anderson, Delta.</li> </ul> </li> <li>• Rocky Ammerman: Ending add/drop period. Working on the Community College Survey of Student Engagement (CCSSE) which will be out in about 6 weeks.</li> <li>• Gerry Schulte: Financial Aid office is busy. <ul style="list-style-type: none"> <li>○ Visited 5 high schools, reaching 150-175 parents/youth. Rescheduled 3 times</li> <li>○ Feb. 3<sup>rd</sup> is deadline for Direct Deposit registration</li> <li>○ Fall semester experienced 90% direct deposit usage.</li> </ul> </li> <li>• Steve Crittenden: <ul style="list-style-type: none"> <li>○ Ramping up with student life – will get fee info materials to campus reps.</li> <li>○ Meeting with Carey re: COI recertification.</li> <li>○ Reminder that fee and tuition changes are due by the end of the month</li> </ul> </li> <li>• Clinton Castle: <ul style="list-style-type: none"> <li>○ Assisting aerospace crew in moving planes to accommodate DC-9 donation.</li> <li>○ Working with aerospace re: bonding project to be submitted in February. (Anne shared bonding &amp; budget process. Three budgets to clear. It is in the Governor's budget and needs to clear the Senate and House.)</li> <li>○ Part of the Master Facility Plan work.</li> <li>○ Large increase in facility use in off hours. Need to know when space is being used for facility security checks. (i.e. if shop space is utilized doors/equip.)</li> </ul> <p><b>ACTION: Clinton will meet with Bob Carey, deans, and Becky and bring recommendations back to Cabinet.</b></p> </li> <li>• Becky Lindseth: <ul style="list-style-type: none"> <li>○ Working on HR items – 6 sabbatical approvals went out</li> <li>○ Facility Master Plan work – meeting with Gary Hay of Hay Dobbs (consultant architects)</li> <li>○ Housing items being worked on.</li> <li>○ Administrative Services – financial data gathering</li> <li>○ Tuition waiver timeline is tomorrow.</li> <li>○ Attending CHRO meeting next week in Minneapolis.</li> </ul> </li> <li>• Anne Temte: <ul style="list-style-type: none"> <li>○ Foundation BOD held a retreat last Fri. &amp; Sat. (1-17/18-14) in Grand Forks. BOD is interested in investing dollars for a feasibility study regarding a capital campaign. John Staley is on the board and was part of the GF Park District Wellness Center campaign.</li> <li>○ Attended the Polk County Intergovernmental retreat on 1-23-14. Good mtg.</li> </ul> </li> <li>• Carey Castle: <ul style="list-style-type: none"> <li>○ Big push for an Academic Master Plan. (How best to get students from A to B) <ul style="list-style-type: none"> <li>✓ Spring 2014 will be the “plan to plan” phase</li> <li>✓ Fall 2014 - faculty driven plan phase (Committed to completing.)</li> <li>✓ Will incorporate PSEO, college in the High School.</li> </ul> </li> <li>○ Grants are very important.</li> </ul> </li> <li>• Karl Ohrn: <ul style="list-style-type: none"> <li>○ Working on summer class rotation schedule.</li> <li>○ Transitioning credential process from MaryJo.</li> <li>○ Reviewing on-going sustainability concerns for programs.</li> </ul> </li> <li>• Jodi Stauss-Stassen: <ul style="list-style-type: none"> <li>○ Updating health webpages</li> <li>○ Working on centralizing student materials for clinical orientation.</li> <li>○ Reviewing Desire to Learn (D2L) information</li> <li>○ PTA Accreditation site visit was held last fall, just received letter-very</li> </ul> </li> </ul>
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<b>Adjournment:</b>	11:58 a.m.	
<b>Next Meeting Date:</b>	Thursday, Feb. 20, 2014; 9 a.m.- via Telepresence	