

President's Cabinet Meeting Minutes

Thursday, February 20, 2014 at 9:08 a.m.

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, Stacy Hron, Brian Huschle, Shannon Jesme, Kristi Lane, Jim Retka, Gerry Schulte, Jodi Stauss-Stassen, Jason Trainer, Sheila Bruhn

Absent: Dan Klug, Becky Lindseth, Kirsten Michalke, Karl Ohrn, Anne Temte, Curtis Zoller

Guests:

Topic	Responsible Party	Discussion/Outcome
Information Items:		
1. PSEO Conversion Rates (Document shared)	Huschle Castle Jesme Fontes	<ul style="list-style-type: none"> Data presented for FY10, 11 & 12 – interesting to note <ul style="list-style-type: none"> 28% of current students return 22% of on-line students return 37% of PSEO students comeback Comments: <ul style="list-style-type: none"> Numbers were determined by looking at HS student graduation dates with a later NCTC registration date (Identified as attending NCTC). Carey stated that the percentage of PSEO students is good and is surprised that the on-line number is so high. The question was posed where to store the report. Discussion followed. Mary recommended that it be place on SharePoint where other IR data is stored and everyone can access. <p>ACTION: Brian and Jason will follow-up.</p>
2. Student Email Groups and Distance Students	Huschle Fontes Castle	<ul style="list-style-type: none"> Brian received an email request from a distance student to not be sent emails that pertain to on campus items (i.e. library hours, on campus events, etc.) Brian is bringing this before cabinet for discussion. <ul style="list-style-type: none"> Is it possible to separate out distance students into a 3rd group like (EGF & TRF Students)? Do we want to do this? Discussion followed. Could Student ID #'s be used to sort? What about sorting by major or site code? Mary cautioned that separating out by ID, major or site codes could result is some students not receiving information (i.e. changed majors/sites) Carey asked how many requests are received. Several a semester Would it be better to respond to the few individuals a semester, one-on-one? <p>NO ACTION: Leave as is and respond to individuals asking on a case by case basis.</p>
3. Other	Schulte Bruhn Fontes	<ul style="list-style-type: none"> Gerry stated that as of Feb. 16th the default rate of 19% dropped down to 16%. <ul style="list-style-type: none"> All agreed this is good news! Shannon noted the recommended number is 15% or less and we are going in the right direction. Sheila shared Northland has received a nomination from ACT for a Minnesota Career Preparedness Award (Only 5 colleges in MN were named.) She shared the factors outlined in the letter and noted a recognition ceremony will be held at the MN Department of Education on March 3 from 10-noon. Anne will attend. NCTC has sponsored a table of 8 at the GF Mayor 'State of the City' luncheon on Feb. 26th. To date: Carey C., Brian H., Mary F. and Sheila are attending. Justin T. and Jodi S. indicated they would go as well. Brian recommended that Mary Amundson be contacted and an invitation to 2 faculty members be made. <p>ACTION: Sheila will email Mary A. right after this meeting.</p> <ul style="list-style-type: none"> Mary reported that an email was sent re: policy review for the 2000 & 3000 series. For those who have not responded please do so soon. A meeting date will be set.

On-going Items:		
1. Policy review:		<ul style="list-style-type: none"> 6035 Campus Signage - No Discussion. Item is a carryover from last month.
2. Grant Proposal Updates	Retka Bruhn	<ul style="list-style-type: none"> Grants listed on agenda were reviewed: <ul style="list-style-type: none"> National Science Foundation (NSF) Mentor Connect Grant - Jim reported : <ul style="list-style-type: none"> Curtis, Jon, and Tom Biller attended the workshop. NSF paid stipends for two faculty to attend. NSF Mentor is Mel Cosette and she will guide NCTC this year as we apply for a NSF Project/Project Planning Grant for \$200,000. We will be notified by Feb. 2015 if we are successful. We look to form a ten-year partnership with NSF funding as we build on more successful grant projects. MnSCU Centers of Excellence in Transportation grant was awarded for \$113,500 for aviation training. DOL Youth Career Connect Grant Jim stated that a 2nd application will be submitted in March. DOL TAACCCT Round IV Grant DOL has not announced RFP yet. Looking to hire a grant writer (CLC, RWC, NCTC to share cost, approx. \$16K each) West C/Northwest Ag Center of Excellence Jim shared that \$20K was received. NSF ITEST Grant – Sheila reported on information submitted by Kirsten M. <ul style="list-style-type: none"> Submitted by BSU on Feb. 11(3 year project) In-kind: Kirsten as 360 Strategy Council POC for NCTC Project Budget \$1,068,000 (NCTC portion - \$30,399 to partially fund A. Dahlen’s involvement in grant: (salary, benefits, travel) Jim asked for clarification on Andrew’s responsibilities for grant. <p>ACTION: Sheila will research grant further and notify Jim of findings.</p> <ul style="list-style-type: none"> Sheila asked for input on grants listed on agenda. <ul style="list-style-type: none"> Do they remain on agenda as an ongoing list or until <ul style="list-style-type: none"> After they have been reported on? Status is known? (i.e. approved, declined, etc.) Grant is closed? Discussion followed. Consensus is grant information is good to keep in front of Cabinet. (Do not want to lose sight of status.) Sheila asked if it would beneficial to build a spreadsheet providing a ‘snapshot’ of grant opportunities and the standing of each. All agreed. <p>ACTION: Sheila will draft spreadsheet for review by Cabinet.</p>
3. Shared Governance Council Agenda	Jesme Crittenden Trainer	<ul style="list-style-type: none"> Budget FY2015: <ul style="list-style-type: none"> A 7-page “FY2015 Budget Development” paper was shared with SGC providing background statistics on both NCTC and MnSCU level topics. Anne presented and shared with SGC that Executive Committee is working on budget reductions. Shannon reported on the 1-page spreadsheet for FY2015 referencing 3 scenarios using FYE’s of 2,400; 2,450 and 2,500 respectively. <ul style="list-style-type: none"> Shannon stepped SGC members through the columns of numbers & notes. Questions were noted with Shannon agreeing to continue updates to SGC. Steve shared the football decision was discussed with a 1-1/2 page paper being distributed providing a recap of rationale used the timeline & process for reconsideration and conditions identified for restoration of the program. <ul style="list-style-type: none"> A good discussion was held. Mary asked if the FB paper could be sent to Cabinet. <p>ACTION: Sheila will follow-up regarding request.</p> <ul style="list-style-type: none"> Jason was present for the meeting and began the enrollment & recruitment report, but due to time constraints was asked to come back on March 6th. Jason will attend.

4. Budget	Jesme Trainer Fontes	<ul style="list-style-type: none"> Shannon sent an updated spreadsheet to Cabinet members for discussion. <ul style="list-style-type: none"> Shannon noted the minor changes made to the document. (Columns 1 & 2, expenditure 'equipment' amounts were changed to match column 3 - \$213,874) \$17M (Will this be a one-time move to 2014 budget or added to the base going forward.) This is a legislative issue and do not know what will happen. \$14M additional funds for 2015 – cannot raise tuition for FY2015 Shannon reminded cabinet that the college cannot be cash deficit 2 years in a row or MnSCU will place NCTC on a financial work plan. Also noted that if enrollment goes down the budget cannot stay the same as tuition decreases. Any ideas for budget please send to Shannon. Enrollment recruitment and retention – Work is being done on both fronts and are equally important <ul style="list-style-type: none"> Recruitment – webpages are being updated, kits are being prepared for visits to high schools, career fairs, etc. providing a consistent message as well as tour training for campus visits. Program kiosks at both campuses are being developed. Retention – Jason provided information being worked on. <ul style="list-style-type: none"> Mary noted that we need to work with students and what is best for them. Jason shared the goal in retention efforts is working with individual students to “commit to complete to succeed”.
5. Bookstore Profit		<ul style="list-style-type: none"> Purchases - no report
6. Reports		<ul style="list-style-type: none"> No reports
7. Comments		<ul style="list-style-type: none"> Mary shared that some negative Twitter comments have surfaced with NCTC's name. <ul style="list-style-type: none"> Office of the General Counsel has been made aware. One included a photo of the school. Mary spoke with Sarah McGee and the photo has been taken down. However the other negative items cannot be removed. Sarah shared with Mary that while negative/offensive, these are mild compared to other school's situations.
Adjournment:	10:30 a.m.	
Next Meeting Date:	Thursday, March 20, 2014; 9 a.m.- via Telepresence (TRF-601; EGF-149, AC13)	