

## President's Cabinet Meeting Minutes

Thursday, March 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, Brian Huschle, Shannon Jesme, Kristi Lane, Becky Lindseth, Kirsten Michalke, Jim Retka, Karl Ohrn, Gerry Schulte, Jodi Stauss-Stassen, Anne Temte, Sheila Bruhn

**Absent:** Stacy Hron, Dan Klug, Jerry Schulte, Jason Trainer, Curtis Zoller

### Guests:

Topic	Responsible Party	Discussion/Outcome
<b>Call to Order:</b>	Temte	Anne called the meeting to order at 9:00 a.m. and asked to add #7) Discussion on Challenges in TRF under On-going Items.
<b>Discussion or Information Items:</b>		
1. Survey of Entering Student Engagement (SENSE) Results  (Attachment 1)	Fontes       Castle  Fontes Temte  Fontes	<ul style="list-style-type: none"> <li>Data presented compared 3 years: 2010, 2012, 2014 (Survey done every 2 years). <ul style="list-style-type: none"> <li>Background information provided: <ul style="list-style-type: none"> <li>2008 switched to CCSSE</li> <li>SENSE Survey added in fall 2009 (FY10)</li> <li>Six National benchmarks identified</li> </ul> </li> <li>Statistics noted for 2014 – Highest Aspects: <ul style="list-style-type: none"> <li>77.4% reported an advisor helped to select a course of study, program, or major (CAP&amp;P) (Cohort – 62.1%)</li> <li>85.8% reported an advisor helped them to identify courses for first semester (CAP&amp;P) (Cohort – 72.2%)</li> </ul> </li> <li>Statistics noted for 2014 – Lowest Aspects: <ul style="list-style-type: none"> <li>79.95% at least one instructor learned my name (ASSN) (Cohort – 86.9%)</li> <li>91.15% Frequency: Asked questions in class or contributed to discussion (Cohort - 92.1%)</li> </ul> </li> </ul> </li> <li>Comments: <ul style="list-style-type: none"> <li>Carey commented it is a mix bag of highs and lows.</li> <li>CCSSE is the tool used now to collect data regarding engagement.</li> <li>Mary shared that the CCSSE paperwork was just submitted and results should be back sometime in May/June.</li> <li>Anne asked for this information to be shared with Deans and Division Chairs and at Shared Governance Council in April.</li> </ul> </li> </ul> <p><b>ACTION: Mary will attend SGC on April 9<sup>th</sup> and share results of CCSSE &amp; SENSE</b></p>
<b>On-going Items:</b>		
<ul style="list-style-type: none"> <li>Policy review:  (Attachment 2 and Attachment 2A)</li> </ul>	Jesme         Castle	<ul style="list-style-type: none"> <li><u>7037P: Fixed Assets</u> – Sensitive Items – Shannon referenced Attachment 2 and noted that a link to MnSCU definitions was added to maintain current language. <ul style="list-style-type: none"> <li>A listing of items is being <del>deleted</del> at the top of the document.</li> <li>NCTC defined items highlighted in <b>yellow</b> include: weapons-all, computers-all, tablets-all and cellular and other mobile computing devices-all.</li> <li>An increase from \$1,000 to <u>\$2,000</u> or more for printers</li> <li>‘Other Items’ may be inventoried, regardless of cost. Typically the guideline is anything other over \$10,000 is inventoried (\$5,000 for items purchased with Federal dollars must be inventoried.)</li> <li>The policy has been reviewed by Shared Governance one time. Consensus is to have SGC have a second reading in April.</li> <li>How or where in the purchase process is an item determined ‘to be inventoried’? Purchases are reviewed by at least 3 individuals: 1) Deans signing approval, 2) George Bass reviews in the Business Office and 3) Entry level</li> </ul> </li> </ul>

	Jesme Lindseth	<p>when added to the system.</p> <ul style="list-style-type: none"> <li>Shannon noted that once it is on the inventory list, it will always be on the list.</li> <li>Equipment/Hand tools at a cost of \$1,500 or more are identified as sensitive.</li> <li><b>1080P: Sexual Violence Procedure</b> – At the February MnSCU Board of Trustee meeting language was amended for this policy to provide better definition. This is mandatory and MnSCU 1B.3.1 Procedure in full was adopted by Northland as Procedure #1080P.</li> </ul> <p><b>ACTION: Sheila will place on SGC draft agenda both 7037P (2<sup>nd</sup> reading) and 1080P for the next SGC agenda setting meeting.</b></p>
<ul style="list-style-type: none"> <li>Grants (Attachment 3)</li> </ul>	Bruhn Lindseth  Temte  Retka Michalke	<ul style="list-style-type: none"> <li>Review draft of Grant Summary spreadsheet for tracking purposes: <ul style="list-style-type: none"> <li>Attachment 3 reviewed for input: <ul style="list-style-type: none"> <li>The document is not intended to monitor grant dollar spending, but serves as a snapshot of grants submitted and award status for Northland.</li> <li>Additional columns may be added or existing ones removed if requested.</li> <li>Grant mining is part of the equation as is having dedicated time to do so.</li> <li>Funding for a grant writer would be beneficial.</li> </ul> </li> <li>Consensus is the document is a good tool for a quick reference of grant activity.</li> </ul> </li> <li>Grant Update Discussion: <ul style="list-style-type: none"> <li>DOL TAACCCT Round IV has not been announced, but anticipate any day.</li> <li>NSF ITEST – no word yet on an award.</li> </ul> </li> </ul> <p><b>ACTION: Sheila will contact individuals for additional details and update summary for the April meeting.</b></p>
<ul style="list-style-type: none"> <li>Shared Governance Council Agenda</li> </ul>	Temte Castle Fontes  Jesme Lindseth	<ul style="list-style-type: none"> <li>Meeting Other topics for Shared Governance: <ul style="list-style-type: none"> <li>Budget Update</li> <li>Class Caps</li> <li>CCSSE &amp; SENSE Results</li> <li>Policy Review: <ul style="list-style-type: none"> <li>7037P: Fixed Assets – Sensitive Items – 2<sup>nd</sup> reading</li> <li>1080P: Sexual Violence Procedure (Mandatory)</li> </ul> </li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Budget</li> </ul>	Jesme       Temte   Temte	<ul style="list-style-type: none"> <li>Trends &amp; Highlight meeting was held in the Cities on March 14<sup>th</sup> and several from Northland attended. A 30 minute presentation was given. <ul style="list-style-type: none"> <li>CFI is high now at 3.48 but will decrease.</li> <li>Disappointing news that our ‘share of the pie’ decreased from 2.2 to 2.13%. While only a .07% decline, the equating dollars are significant.</li> <li>We are waiting on news from the legislature as are others.</li> <li>Governor did include \$17M added to base for compensation increase. We want to officially thank the Governor support and greatly appreciate his efforts.</li> <li>Rep. Gene Pelowski introduced legislation for additional dollars to be added to the base for faculty salary only. Uncertain if a current legislator can commit future legislators to this legislation.</li> </ul> </li> <li>Anne asked for input on holding all college meetings to share budget reality. One meeting per campus. If yes, she needs everyone’s support. Discussion followed. Consensus is yes to scheduling meetings.</li> </ul> <p><b>ACTION: Anne will look at calendar and follow-up with meeting date options.</b></p> <ul style="list-style-type: none"> <li>Challenges in TRF: <ul style="list-style-type: none"> <li>A 33 page ‘anonymous’ document has been circulating in TRF. The document uses excerpts from documents prepared by Northland and presented to SGC and other committees. The 33 page document then provides responses with selective data.</li> <li>There was a ‘letter to the editor’ in the TRF Times that stated “don’t donate to NCTC Foundations’</li> <li>Free speech amendment rights – very little can be done.</li> </ul> </li> <li>How to respond has been discussed: <ul style="list-style-type: none"> <li>Engage Advisory Committee members</li> <li>Does Northland respond to each item or continue to provide accurate</li> </ul> </li> </ul>

	Lindseth	<p>documentation. Discussion followed and an editorial plan with a series of editorials to be drafted for publishing in the TRF Times developed. Topics include:</p> <ol style="list-style-type: none"> <li>1. Define the Controversy &amp; Lay the groundwork for addressing it</li> <li>2. Facts about Northland TRF</li> <li>3. Challenges facing Rural Minnesota Colleges and Campuses</li> <li>4. Football</li> </ol> <ul style="list-style-type: none"> <li>- Becky recommended adding a 5<sup>th</sup> editorial on 'opportunities'. All agreed.</li> </ul> <p><b>ACTION: Anne will draft editorials and send to others for input and proofing before sending to TRF Times.</b></p> <ul style="list-style-type: none"> <li>o Positives to note: <ul style="list-style-type: none"> <li>- PSEO with Lincoln High School and Northland is strong</li> <li>- Athletic recruiting is ongoing</li> <li>- Aviation recruiting – big event in the Cities next week.</li> <li>- Dan K. &amp; Lars D. are on a bus to the cities now for TRF Day at the Capital.</li> </ul> </li> </ul>
• Bookstore Profit		• Purchases - no report
• Reports		• No reports.
• Round Table Sharing	<p>Castle</p> <p>Temte</p> <p>Jim Retka</p> <p>Dalen</p> <p>Trainer</p> <p>Ammerman</p> <p>Bakken</p>	<ul style="list-style-type: none"> <li>• Clinton reported: <ul style="list-style-type: none"> <li>o Bonding Project: <ul style="list-style-type: none"> <li>- Working on construction documents and lease at airport. (Airport Authority meeting went well.)</li> <li>- Demolition anticipated by mid-June</li> <li>- Academic program location when construction starts is being discussed with Curtis and team.</li> <li>- Hangar Dinner will move forward as planned for late June</li> </ul> </li> <li>o Day to Day Activity at both main TRF Campus and Aviation Site.</li> <li>o Explanation of MMB Checklist regarding long-term ground lease and pre-payment (37.5 years of rent equaling \$1.5-2M.) <ul style="list-style-type: none"> <li>- Discussion at Airport Authority meeting indicates both the college and airport prefer annual payments.</li> <li>- One letter requesting this method of payment is being signed by both parties and sent to: Sen. Stumpf, MnSCU and MMB.</li> </ul> </li> </ul> </li> <li>• Sustainability plans being worked. Trying to understand differences in location of program. (i.e. EGF 25+ enrollment &amp; waiting list, TRF started out with 25 down to 5) <ul style="list-style-type: none"> <li>o Housing is a factor</li> <li>o Other - could hometown rivalry play a factor?</li> </ul> </li> <li>• Working on: <ul style="list-style-type: none"> <li>o Assessments and orientation. TRF 1<sup>st</sup> session is packed.</li> <li>o Learning Center is conducting surveys.</li> <li>o Looking forward to starting new semester.</li> </ul> </li> <li>• Jason shared: <ul style="list-style-type: none"> <li>o Inquiries are up as well as applicants.</li> <li>o Nikki Carlson has scheduled about 15 high school assessment events.</li> </ul> </li> <li>• Rocky stated that April 1<sup>st</sup> registration begins and paperwork has been sent to faculty. *ID change will replace student I.D. numbers.</li> <li>• Michelle reported the business office is busy with: <ul style="list-style-type: none"> <li>o Rolling costs centers over for new year</li> <li>o Late fees assessed April 1<sup>st</sup></li> <li>o Pre-work for registration is being done</li> <li>o Bookstore is selling Women's Basketball Championship caps &amp; shirts. <ul style="list-style-type: none"> <li>- Paul P. is handling details</li> <li>- Items will be sold at cost.</li> <li>- How are items being marketed? Not certain.</li> </ul> </li> </ul> </li> <li>• COI Update: <ul style="list-style-type: none"> <li>o Summer activities being planned and sponsored by TRF Community Education,</li> </ul> </li> </ul>

	<p>Michalke</p> <p>Crittenden Jesme</p> <p>Fontes</p> <p>Ohrn</p> <p>Lane</p> <p>Stassen</p> <p>Huschle</p> <p>Bass</p> <p>Lindseth</p> <p>Temte</p> <p>Gooden Bruhn</p> <p>Castle</p> <p>Temte</p>	<p>Northland COI, TRF Library and TRF Parks and Recreation.</p> <ul style="list-style-type: none"> <li>○ COE 3D printers purchased will be @ Northland in April.</li> <li>○ A new ‘pilot escort’ certificate program will begin in April.</li> <li>• Steve shared that he has been busy with day-to-day activities, including budget work.</li> <li>• Shannon continues to work on FY 2014 items with an update due April 14<sup>th</sup>. The 2<sup>nd</sup> tuition consult was completed yesterday.</li> <li>• Mary reported: <ul style="list-style-type: none"> <li>○ Pre-planning is up and people are continuing to come in</li> <li>○ Institutional Outcomes sub-committee continues to work through 700 programs. Just met for 2 hours and reviewed programs line-by-line. About half-way done.</li> <li>○ Orange point calls are showing results.</li> <li>○ NW MN Counselors met on the EGF campus on Tuesday. The event went well.</li> <li>○ Arin continues to coordinate diversity events.</li> <li>○ Website pages have been updated.</li> </ul> </li> <li>• Karl stated he is working on summer assignments, Erin Almlie is helping. Also busy with program sustainability work and next week will work through 3000 policy series with committee.</li> <li>• Kristi is busy with day-to-day activities; insurance balloon process and 2<sup>nd</sup> chance retirement option are being coordinated.</li> <li>• Jodi too is busy with day-to-day items, program sustainability work and curriculum revisions.</li> <li>• Brian working on program growth (CAD certificate program and Allied Health courses) and staffing for summer and fall. Also, looking at distance learning back to classroom factors and vice versa for strong enrollment.</li> <li>• George is working on year-end projects, grant ‘statement of facts’ with auditor and follow-up emails.</li> <li>• Becky is negotiating third party housing and airport ground lease in TRF and the Executive Council BESI process. (Letters went out to 4 FBM instructors, they have until 3-27-14 to respond.) June 30<sup>th</sup> BESI closes. Also, seasonal lay-off letters will be mailed out 5-23-14.</li> <li>• Anne shared that plans to diversify the FBM program is underway with possible restructuring within COI.</li> <li>• Bob stated that he is preparing for work on roofs in EGF.</li> <li>• Sheila reported she is working on coordination of two upcoming events: <ul style="list-style-type: none"> <li>○ A visit to the Aviation Site by CLC and RWC on April 10<sup>th</sup> and then on April 11<sup>th</sup> NCTC, CLC &amp; RWC will travel to Lake Region State College in Devils Lake to tour their Precision Ag facility.</li> <li>○ A Summit with Congressman Peterson is set for April 15<sup>th</sup> at the Aviation Site to provide information on NCTC’s UAS Maintenance Technician program, Geospatial – Imagery Data Analyst program and conduct a tour of site. A discussion regarding opportunities connected with the FAA Northern Plains UAS Test Site and precision agriculture will be held. Over 85 invitations have been mailed to state legislators, regional colleges and industry businesses for the event.</li> </ul> </li> <li>• Carey shared that the Academic Master Plan (AMP) steering committee had a good first meeting. And the Master Facilities Plan received and extension. It was noted that a contract with the architect firm is needed.</li> <li>• Anne updated everyone on the housing project in TRF. Orb is the firm in negotiations with NCTC and MnWest. They are working through local ordinances and zoning regulations.</li> </ul>
<b>Adjournment:</b>	11:11 a.m.	
<b>Next Meeting Date:</b>	Thursday, April 17, 2014; 9 a.m.- via Telepresence (TRF-601; EGF-149, AC13)	