

## President's Cabinet Meeting Minutes

Thursday, April 17, 2014 at 9:00 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, Shannon Jesme, Dan Klug, Kristi Lane, Becky Lindseth, Kirsten Michalke, Jim Retka, Karl Ohrn, Gerry Schulte, Jodi Stauss-Stassen, Anne Temte, Curtis Zoller, Sheila Bruhn

**Absent:** Brian Huschle, Jason Trainer

### Guests:

Topic	Responsible Party	Discussion/Outcome
<b>Call to Order:</b>	Temte	Anne called the meeting to order at 9:03 a.m. and asked to add Perkins Grant update, UAS Summit Recap from 4-15-14 and FBM update to the agenda.
<b>Discussion or Information Items:</b>	Schulte	1. <u>Work Study</u> – Gerry reported that work study funds were approved beginning July 1, 2014. Hourly wage for first semester is requested at \$9.50 and would be assessed moving forward. All in agreement. Gerry will work out details.
	Fontes	2. <u>Purging Records</u> – Mary shared there are files for purging occupying 4 rooms in the architectural area – EGF campus. Individuals have been identified for the purge process to begin May 27 <sup>th</sup> . She asked if anyone needs to check their retention schedule to do so prior to the May date to ensure everything needed for maintaining files is identified. It was noted that student records are being scanned on ImageNow.
	Ammerman	A. Rocky stated an issue with ImageNow files is that the start date of the file is the date the file is scanned into the system, not the student's enrollment start date. Potential for several years difference between the two which complicates the auto-purge process.
	Temte	B. Other colleges contacted have either not started purging in ImageNow or are doing it manually -- very time consuming.
		C. Anne said Federal and State governments are looking at funding for internships. Would this work qualify? Possibly, something to look at, however students would need to be trained.
		D. Is there potential to have other department staff help if they have down time? Yes, but they would need to know what to look for too.
	Castle	3. <u>Academic Master Plan (AMP)</u> – Carey reported:
		A. Anticipate goals by end of semester (i.e. what does Northland expect to do for students, what are the expectations of students, etc.)
		B. Working on a website response page.
		C. Real work for steering committee will happen next month. The initial meeting exceeded expectations. Great discussion.
		D. Names of students are being submitted for steering committee participation. These will be reviewed and students contacted to request participation.
	Lindseth	4. <u>Rummage Sale – Cosmetology</u> :
		A. A rummage sale is set for June 5 <sup>th</sup> . Equipment is inventoried and shared with MnSCU system schools who may wish to utilize equipment for existing programs prior to selling items on 6-5-14.



	Castle	B. Northland has not offered a Cosmetology Program since Dec., 2010.
	Temte	C. Inquired if cosmetology equipment/supplies should be liquidated. Carey and Steve will meet and communicate decision.
	Lindseth	D. Clinton noted that if the room is repurposed, remaining items would need to be placed in storage quickly.
		E. Anne stated that at one time a joint venture with Lincoln high school was discussed. Is there potential interest for equipment there? Not known at this time would need to be researched.
	Hron	5. Three (3) Video Phones – Becky broached the subject of utilizing 3 video phones (one per each site) for assisting students needing to speak with an advisor for registration purposes, etc. or employees wishing to speak with someone in Admin Services re: pay questions, retirement information, etc. It was noted that the need would arise if a student or employee is at one site and the person they need to speak with is at another. The phones are already purchased, but the question is where to place them that would be a secure space/area for privacy. Locating the phones near advisors/admin services would be ideal, yet may not be available. EGF Campus is very limited on office space.
	Lindseth	Stacey commented, thanks to staff during last semester's enrollment period the process was tried and worked well. ( <i>Staff used their own office video phones to assist students.</i> )
	Castle	Becky stated that she wanted to present the topic for consideration.
		6. Higher Learning Commission (HLC) Conference recap – Carey reported that he and Karl attended the conference April 11-14 in Chicago with approximately 4,200 in attendance.
		A. Good Conference with sessions on the Open Pathway Process.
		B. Report submitted to HLC this year assures we are on track with accreditation.
		C. Two things stood out for Carey:
		i. <u>Assessment</u> (inline/on par) Lots of sessions on this topic
		a) Everyone is doing something, still working through processes.
		b) Look inward at our own leadership.
		ii. <u>Development</u> – Very beneficial to us.
		a) Success stories shared, need to tell our stories. (i.e. one college reported 100% success rate in a program.)
		b) Another model shared claimed 90+% success rate.
	Ohrn	D. Karl commented, he too thought the conference was good.
		i. Numerous ways to assess were presented.
		ii. Smaller colleges 'reconnecting' with students experiencing results in retention and recruitment.
		iii. One college in Illinois increased retention & recruitment by 9%.
		iv. President at LaGuardia Community College in NY was a keynote speaker. She shared how they are using e-portfolios and the assessment of general education courses to help students and enhance the college.
		v. Federal Government's role in higher education was discussed.

	Temte	<p>E. Anne explained another option being explored which is the Kentucky Model. This was presented at the recent AACC conference called “Learn on Demand” where a monthly subscription fee is charged for on-line modules vs. tuition and students move forward at their own pace. Individuals can do as much as they can/want to within the month.</p> <ul style="list-style-type: none"> <li>i. Pre and post tests are offered. If a student takes the post test and passes then they can move on to the next module.</li> <li>ii. Faculty work is dis-aggregated. Some faculty members develop curriculum and modules, some are available to students as individual mentors and tutors, and other faculty will conduct the assessments of student learning.</li> </ul>
	Zoller	<p>F. Curtis shared that the challenge now for Northland’s aerospace program is making sure the build-out happens. Articulation should incorporate a module approach.</p>
	Lindseth	<p>7. Other:</p> <p>A. Becky reported OSHA is on the move within MnSCU. The safety committee is re-checking areas.</p> <ul style="list-style-type: none"> <li>i. OSHA will visit unannounced and have already visited other MnSCU college campuses.</li> <li>ii. Clinton recommended that NCTC have a process in place to use when they come.</li> </ul>
	Castle	
	Dalen	<p>B. Dean stated the Perkins Grant notification was received and is approved for \$286,175 for FY2015. This is within \$1,700 of this year’s award.</p> <ul style="list-style-type: none"> <li>i. Karl, Dean and Murray Turner met to work on the next grant application.</li> <li>ii. Need to address measures as 5 out of 6 were below average. Mary Fontes and Curtis Zoller volunteered to review.</li> </ul>
	Zoller	<p>C. Congressman Collin Peterson hosted a UAS Summit in conjunction with Northland at the aviation site on Tues. (4-15-14). Nearly 90 participants - legislators, educators and UAS industry leaders attended. The event had two purposes: 1)an opportunity for everyone to learn about Northland’s UAS and Geospatial training capabilities and 2) Focus on process to incorporate business and training opportunities for UAS businesses and Northland.</p>
	Klug	<ul style="list-style-type: none"> <li>i. The announcement of Northland’s COA in Roseau County was included. NCTC is the first government organization in MN to obtain a COA for training purposes. Need to have agreements with land owners, fly 500’ or below within line of sight and fly over only land with agreements. Precision agriculture is a large component of sUAS future work.</li> <li>ii. A presentation by Bob Becklund, Executive Director of Northern Plains UAS Test Site (1 of 6 announced by FAA in December) was given. This is a great opportunity for NCTC.</li> <li>iii. Follow-up from the event will be critical.</li> </ul>
	Crittenden	<p>D. Good News:</p> <ul style="list-style-type: none"> <li>i. Shannon Nelson was named Division III Coach of the Year.</li> <li>ii. Sarah Durand was named Division III Player of the Year.</li> <li>iii. UAS Summit was a positive event all around.</li> </ul>
	Temte	



	Retka	<p>E. FBM Update – Jim shared the last meeting regarding FBM restructuring was good. Items discussed included:</p> <ul style="list-style-type: none"> <li>i. Involvement of Advisory Committee</li> <li>ii. Developing a strategy to be cash neutral by FY 2015.</li> <li>iii. Integration of precision Ag and other courses for a broader spectrum.</li> <li>iv. May 12<sup>th</sup> from 2-4 is the next meeting. Shannon was asked to attend to discuss budget and Becky was asked to attend regarding agreements.</li> <li>v. Other topics reviewed: <ul style="list-style-type: none"> <li>a) Legislation-Farm Bill may include funding for education.</li> <li>b) Fundraising outside of college to bring in new money.</li> <li>c) Insurance</li> <li>d) Process and procedures</li> </ul> </li> </ul> <p><i>10:23 a.m. to 10:31 break occurred</i></p>
<b>On-going Items:</b>		
(Attachment 1, 1A and Attachment 2)	Lindseth	1. Policy review:
		A. 1020 – Nondiscrimination Policy – Becky stated that this policy was adopted by MnSCU and is therefore a mandatory change. Shared Governance reviewed it at their April 9 <sup>th</sup> meeting and now being reviewed by Cabinet. Will be posted.
	Castle	B. 1020P – Nondiscrimination Policy Procedure – changes to this document reflect language change to 1020 policy. Will be posted.
	Temte/Zoller Crittenden	C. 1060 – Tobacco Use – this policy is being reviewed in regards to e-cigarette use. Discussion followed:
	Bass Castle	<ul style="list-style-type: none"> <li>i. E-cigarettes only vapor ---- an odor is emitted.</li> <li>ii. Employees surveyed ---- 143 (80%) said restrict the use of e-cigarettes.</li> <li>iii. National conversation is on-going regarding e-cigarettes.</li> <li>iv. If ‘restricted area’ language is not used will they be in classrooms?</li> </ul>
	Lindseth	<ul style="list-style-type: none"> <li>v. Scott Goings, Assistant General Counsel for MnSCU has provided language for smoking and e-cigarettes.</li> <li>vi. Need to review and revise if necessary</li> <li>vii. If this policy is revised to include e-cigarettes then the name will need to be changed from ‘Tobacco Use’.</li> </ul>
	Bruhn	<b>ACTION: Further research and discussion is needed.</b>
		2. Grants:
		A. Grant Summary spreadsheet was reviewed. Sheila shared she added another column which will list Northland’s portion of total funds requested, if proposals are submitted from multiple entities.
		B. Grant Updates:
		<ul style="list-style-type: none"> <li>i. The US Department of Labor – Youth Career Connect Grant was not funded. Notified April 8<sup>th</sup>.</li> <li>ii. TAACCCT Round IV RFP was announced April 16<sup>th</sup>.</li> </ul>
	Lindseth	3. Shared Governance Agenda Items – Implementation of STAR I.D. will be fully operational on May 16 <sup>th</sup> and will be noted again at SGC 5-8-14.
	Temte Jesme	4. Budget – The \$17M added to 2014 base is still in play as well as \$17M for 2015 as the legislative session is ongoing. Another item to be determined is the capital funding bonding request for the Aviation Site.

		5. Bookstore Profit Purchases – no report 6. Committee Reports – none 7. Roundtable Reporting: A. Clinton shared: i. Brian Yolitz, MnSCU visited Tuesday and toured TRF main campus before attending the UAS Summit. Brian was impressed with facility updates in the past 5-10 years. (TRF main campus is 70% energy efficient and Aviation site is at 40 %.) Clinton also briefed Brian on future projects. ii. Waiting on Bonding project approval – construction documents are ready to submit to state iii. Boiler issue – lost 1,000 gallons of water. Shut down boiler overnight at TRF main campus and restarted in early A.M.
	Castle	
	Hron	B. Stacy shared there are some feedback issues with the telepresence rooms. Several entities are working to troubleshoot the problem. Also, STAR I.D. implementation continues.
	Lane	C. Kristi is busy with day-to-day activities, seniority and retirement processes and making sure STAR I.D. link is on web pages.
	Ammerman	D. Rocky announced that next week there are 2 nights where follow-up calls will be made to individuals who have made NCTC inquiries, but have not registered. (TRF – Apr. 22 and EGF – Apr. 24) Employees who sign up will be paid overtime and a script will be provided.
	Dalen	E. Dean reported that Nikki Carlson is busy testing in high schools. He is waiting on some information from deans and math instructors regarding specific items. Mary Fontes suggested he get the request to MaryJo Bydal so information can be obtained during the next dean's call-in. Dean will follow-up.
	Schulte	F. Gerry reported award letters are ready to go 2 months early! FASA is down about 65 among 14 high schools from last year.
	Bakken	G. Michelle is busy with day-to-day activities and gearing up for summer school. Also working on electronic receipts in ISRS.
	Zoller	H. Curtis is working to align grant activities with technical trades. (i.e. auto mechanics, welding, etc.)
	Retka	I. Jim stated it is important to create an environment of efficiencies and this is continually being addressed through all avenues.
	Temte	J. Anne shared that she spoke to Representatives Kiel and Fabian and they have asked Northland to lead a steering group to plan a summit with NW businesses, high schools and colleges. Food for thought.
	Bass	K. George is busy with end of quarter financial reports for federal government grants as well as program/project reports. Included in the process are granting agency visits.
	Klug	L. Dan asked for a head count for those attending the TRF Chamber of Commerce dinner on April 29. Northland is sponsoring a table and will provide a signed basketball from our National Champion Women's Basketball team as a door prize.
	Michalke	M. Kirsten reported the joint venture for summer program activities came together nicely. The cooperative promotional piece will be in the Watch this weekend. COI will have a booth at the Community Expo on April 24 <sup>th</sup> .

	<p>Ohrn Gooden Lindseth</p> <p>Jesme</p> <p>Castle</p> <p>Stauss- Stassen</p> <p>Fontes</p> <p>Hron</p>	<p>i. BSU representatives will be traveling to TRF on May 5<sup>th</sup>. The traveling 3D printers will be available for demonstrations from 1-4 p.m. for businesses and 6-8 for the public. The event is free!</p> <p>ii. Also working with Polaris, had a meeting with Central Boiler and attended a DigiKey University board meeting.</p> <p>N. Karl is working on the Perkins grant application due May 15<sup>th</sup>.</p> <p>O. Bob is busy with day-to-day activities (everything is nice &amp; quiet.)</p> <p>P. Becky shared items being worked on:</p> <p>i. Continue to meet regarding TRF Housing project.</p> <p>ii. Will be attending MnSCU's meetings April 23 &amp; 24.</p> <p>iii. Conducting interviews for math instructor TRF.</p> <p>iv. Fiscal year rollover, close-out and new fiscal year start-up.</p> <p>Q. Shannon stated year-end budget work is being conducted and noted that the 3-14-14 internal audit had <u>zero</u> audit findings which is awesome news. Michelle is researching banking services and if a switch is made it will occur at a time of least impact.</p> <p>R. Carey clarified that the dean search being conducted is due to the fact that Brian Huschle has been in the position as 'interim' dean and the time has expired.</p> <p>S. Jodi is working on day-to-day activities, program sustainability, accreditation work and Institutional Learner Outcomes (ILO) clean-up for May meeting.</p> <p>T. Mary reported that Tiffany is in the process of calling new applicants for fall &amp; Arin W. is preparing strategy information for Jason.</p> <p>i. Kerry Jaeger is working on diversity opportunities to post on the CTL page.</p> <p>ii. Leon Rodriquez will visit the campus sometime soon.</p> <p>Regarding STAR I.D. - what is the process if someone does not have their STAR I.D? There is a meeting being scheduled to firm up the process: Chad Sperling, Mary F., Rocky A., Scott F., Bobbi T., Susie H. &amp; Stacey H.</p>
<b>Adjournment:</b>	11:54 a.m.	
<b>Next Meeting Date:</b>	Thursday, <u>May 22, 2014</u> ; 9 a.m.- via Telepresence (TRF-601; EGF-149)	



4/17/2014

**GENERAL FUND  
BUDGET  
FY15**

	<b>2400 FY15</b>	<b>2450 FY15</b>	<b>2500 FY15</b>
<b>REVENUE</b>			
Allocation (Base)	10,396,689	10,396,689	10,396,689
MNSCU Special Allocations			
PALS	27,378	27,378	27,378
Access/Opportunity	188,526	188,526	188,526
Leveraged Equipment	188,540	188,540	188,540
Other State Support			
FBM Funds-Misc	-	-	-
Centers for Excellence-BSU	26,585	26,585	26,585
Tuition			
Projected actual cash collections.	11,787,237	12,032,777	12,278,317
Other Revenues			
Tech Fees (\$9/cr)	601,439	613,968	626,496
Indirect Cost Rate-FBM Benchmark	-	-	-
Indirect Cost Rate-IA	-	-	-
Misc Income	682,356	682,356	682,356
Total Other Revenues	1,283,795	1,296,324	1,308,852
Custom Training Revenue	644,844	644,844	644,844
<b>TOTAL REVENUE</b>	<b>24,543,595</b>	<b>24,801,663</b>	<b>25,059,731</b>
<b>EXPENDITURES</b>			
<u>Gen Fund</u>			
Total Personnel	19,286,664	19,286,664	19,286,664
Equipment	113,874	113,874	113,874
Equipment required for leveraged equipment match	188,540	188,540	188,540
Nonpersonnel Budgets	5,476,002	5,476,002	5,476,002
Additional Reductions-pending/not final	(272,826)	(272,826)	(272,826)
	-	-	-
<u>Custom Training</u>			
Total Personnel	624,113	624,113	624,113
Nonpersonnel Budgets	278,818	278,818	278,818
<b>TOTAL EXPENDITURES</b>	<b>25,695,186</b>	<b>25,695,186</b>	<b>25,695,186</b>
<b>CASH SURPLUS / (DEFICIT)</b>	<b>\$ (1,151,591)</b>	<b>\$ (893,523)</b>	<b>\$ (635,454)</b>
 <b>BLACK BOX REQUESTS:</b>			
NCTC portion if \$17 million added to base	400,000	400,000	400,000
	<b>\$ (751,591)</b>	<b>\$ (493,523)</b>	<b>\$ (235,454)</b>