

President's Cabinet Meeting Minutes

Thursday, May 22, 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, Brian Huschle, Kristi Lane, Kirsten Michalke, Jim Retka, Karl Ohrn, Gerry Schulte, Jodi Stauss-Stassen, Jason Trainer, Sheila Bruhn

Absent: Stacy Hron, Shannon Jesme, Dan Klug, Becky Lindseth, Anne Temte, Curtis Zoller

Guests:

Topic	Responsible Party	Discussion/Outcome
Call to Order:	Castle	Carey called the meeting to order at 9:02 a.m.
Discussion or Information Items:	Castle	1. <u>AMP Group</u> did a good job. Carey is very pleased about the progress. A. Brent Braga just wrote an op-ed piece on the process. B. Primary Core Value is "Quality Education" other core values are i.) Student Success, ii.) Internal Community, iii.) External Community and iv.) Resource Stewardship C. To view work go to http://www.northlandcollege.edu/amp D. Strategies will be defined in the fall and will be a guiding light for the next 5 years.
	Castle/Fontes	2. <u>Rummage Sale</u> – will take place on June 5 th . It was determined to hold on to the Cosmetology items for this year. Dollars from sale will go to the general fund.
	Fontes	3. <u>Video Phones (3)</u> – Mary reported: A. EGF Campus has identified the intern office #113 as its location. B. TRF space is still being determined for main campus & aviation site. C. Steve asked for the purpose of the secure phone area again. i. When student/employee is on one campus and needs to talk to someone on the other campus they have a location providing privacy to seek & receive information on their questions. ii. Examples provided were financial aid, program specific questions, payroll, retirement, etc.
	Crittenden	D. More discussion is needed.
	Lane	4. <u>eTime and eLeave</u> – Pending requests from former or PT employees A. Kristi shared that new updates are received every day. Considering holding on new update scheduled for today.
	Huschle	i. Brian asked if this process will be ready for fall and will it replace the letter of assignment? a. Will not replace the letter of assignment b. The process will not be ready for fall.
	Fontes Stauss-Stassen	ii. Brian was on a WebEx yesterday for pending requests and noticed that some instructors were listed more than once. a. Some instructors teach at different institutions b. Within Northland instructors have up to 3 assignments.
<i>Jason left the meeting at 9:25 a.m.</i>		

	Huschle	<p>5. Other:</p> <p>A. <u>Color coding on facility maps</u> – Brian commented the color coding seems to change periodically and wondering if the maps in the hallways could be updated as they do not always steer you correctly.</p> <p>i. WebEx's are posted regarding color coding on maps.</p> <p>ii. Recommendation to have Kristi L. and/or Tiffanie B. attend a Dean's meeting.</p> <p>B. <u>Civic Hacking</u> – Sheila shared an email she received yesterday regarding a May 31st event on civic hacking in Grand Forks. Northland has been asked to support by 'getting the word out' to employees and students. Discussion followed. Consensus was to share this information with Anne & Stacey for their input.</p> <p>ACTION: Sheila will forward the email to Stacey and Anne.</p> <p>C. Star ID going well – Rocky said Stacey and staff did a great job.</p> <p>i. Mary shared that Rocky needs to be recognized as well as he put in lots of hours starting back in February with small group discussions to move the process forward. Kudos to everyone.</p> <p>ii. It was also noted that all of the colored "Star ID" signs which are everywhere helped as reminders!</p> <p>D. Financial Aid changes – Carey shared Northland received a notice from MnSCU stating courses taught below 9th grade level will not be eligible for Financial Aid. Courses must be taught at 9-12 grade levels to be eligible.</p> <p>i. One course for summer is affected and 5 more for fall.</p> <p>ii. Courses are in math and English. Carey has visited with Steve and Rocky re: math and Brian contacted English instructors.</p>
	Bruhn	
	Ammerman Fontes	
	Castle	
On-going Items:		
(Attachment 1)	Bruhn	<p>1. Policy review:</p> <p>A. <u>1060 – Tobacco Use Policy</u> – This policy was reviewed at last month's meeting with conversation to include language regarding e-cigarettes. Attachment 1 shows new language defining smoking and e-cigarettes. In addition 'e-cigarettes' is added to the use of products paragraph and the word 'including' is a strike through.</p> <p>Mary made a recommendation that the policy name be changed. Discussion followed. What are other colleges calling their policy? Mary offered to research potential names.</p> <p>i. Northland is awaiting MnSCU's response regarding recent electronic cigarettes legislation.</p> <p>ACTION: Mary will research names and bring back to June meeting by which time MnSCU's response should be received.</p> <p>ii. The question was asked about medical marijuana which has been approved by legislature. Discussion followed. MnSCU will lead developing policy language to align with law.</p>
(Attachment 2)	Fontes	
	Fontes	<p>B. <u>2000 Policies</u> – Mary shared attachment 2 which reflected 3 - 2000 series policies with minor revisions. (2020P-Admissions, #2075-Financial Aid and #2225-Student Parking. Policy revisions were reviewed and will be added to Shared Governance Council's June agenda.</p> <p>ACTION: Sheila will add policies to SGC June agenda.</p>

(Attachment 3)	Ohrn	C. <u>3000 Policy series</u> – Karl stepped members through attachment 3 containing 14 - 3000 series policies with mostly minor changes, some grammatical. Policy 3110 graduation changes made to residency requirements took place last June and needed to be incorporated. Policy revisions have gone through both the review group process and have been reviewed by AASC. Cabinet approved. Strike through and highlighting will be removed to prepare for posting.
(Attachment 4)	Bruhn	D. <u>6025P Facility Use by External Organizations Procedure</u> Sheila explained Becky requested this procedure be shared with Cabinet and is informational only as it is an update to the point-of-contact (POC).
	Bruhn	2. Grant Summary spreadsheet - Sheila stated that there was no new grant activity received, therefore the spreadsheet stands as presented last month.
	Retka	A. Otto Bremer Foundation – Finish Line Scholarship NEW <ul style="list-style-type: none"> i. OBF partnered with MnSCU & is donating \$4M for scholarships to assist in persistence and on-time completion rates. ii. 20 colleges identified for program. Criteria (Bremer Bank located in communities) and Northland is on the list! iii. Grant application deadline is June 27th at 5:00 p.m. iv. Sheila is doing more research on the process.
	Bruhn	B. Jim shared there are several grant applications in the works: <ul style="list-style-type: none"> i. DOL State manufacturing grant - working with South Central College. If successful, Northland would receive a portion of grant. ii. National Science Foundation (NSF) application through Mentor Connect program. iii. TAACCCT Round IV RFP re: Precision Ag
	Crittenden	3. Shared Governance Agenda Items will include: <ul style="list-style-type: none"> A. Budget Update B. President Transition Process C. Policies D. Compensation Package
	Castle	4. Budget areas continue to be worked on all levels.
	Crittenden	5. Bookstore Profit Purchases – Steve provided areas where profits are utilized including: continuation of the Tri-Valley inter campus bus contract; contingency budget for kitchen equipment on each campus (freezers, refrigerators, grills); Student Life Club and PTK advisor stipends and one-half of city bus contract for EGF.
		6. Committee Reports – none
		7. Roundtable Reporting: <ul style="list-style-type: none"> A. Clinton shared: <ul style="list-style-type: none"> i. Contractors are running new fiber from server room to City Hall. ii. Aviation Site project is moving forward <ul style="list-style-type: none"> a) 5/27/14 - Pre-bid walk through conducted b) 6/07/14 - Purchase Order created c) 6/17/14 - Bid opening d) 7/07/14 - Construction start date. B. Steve shared he is working on math group development, budgets for Student Life, bookstore requisition letters and Sports Booster golf tournament coming up this summer.

	Michalke	C. Kirsten gave an update on COI activity:
		<ul style="list-style-type: none"> i. A six-week welding course starts next week on TRF campus. Joel Ziegler is the instructor. ii. Robostorm summer camp will be held for 6-8 grade students with Andrew Dahlen facilitating. iii. MJSP grant audit closed. Thank you to Rocky and others for assisting with the process. iv. Compliance training through NWPIC for casino employees. v. Staff is having a well-deserved break from MSHA travel!
	Schulte	D. Gerry reported there are 140 less financial aid applications compared to same time last year. Rhonda will be starting back on July 7 th for 10 weeks of help on the EGF campus.
	Ammerman	E. Rocky gave an update for the registrar office:
		<ul style="list-style-type: none"> i. Degrees are posted ii. First appeals in EGF tomorrow – applications are up 13%. iii. Enrollment is down approximately 3% from this time last year. iv. Registration groups are active.
	Retka	F. Jim re-stated the aerospace project will start soon and asked for clarification on the Hangar Dinner & Dance – is it still on? Dinner has been canceled due to the building project. There is however a Northland Foundation dinner at the main campus in TRF, June 12 th .
		<ul style="list-style-type: none"> i. Work Study helpers needed for equipment moving. ii. Institutional funds available for 1 for full pay through 6-30-14.
	Lane	Curtis will follow-up with Gerry on additional funding options.
		G. Kristi continues with year-end activity:
		<ul style="list-style-type: none"> i. FY2015 Roll-out ii. Seniority Roster for Support Staff updated iii. SRP Supplemental Retirement program review iv. Affirmative Action Plan work – due this summer v. File retention in EGF
	Bakken	H. Michelle reported the business office is very busy:
		<ul style="list-style-type: none"> i. FY2015 opening soon. ii. Bookstore buy back process went well. (EGF-\$40K, TRF-\$13K) Promoting the process was successful. iii. Summer session has 11 names on the drop list. iv. Spring semester is 20 days past & collection letters are going out.
	Ohrn	I. Karl provided the following update:
		<ul style="list-style-type: none"> i. Perkins grant application sent to MnSCU. A plan discussion is set for 6-3-14. ii. Attended a Job Service ND luncheon in GF promoting internships in local businesses. Prior interns give their testimonies on how the experience helped them. Good information. iii. GF/EGF community interested in having interns (i.e Brady Martz hires UND accounting students after their junior year.) iv. Working on ILO assessment to close the loop. v. Rubrics are starting to come in.
	Fontes	J. Mary reported applicant calls are underway; Aerospace is also in the process calling their students.
		<ul style="list-style-type: none"> i. Suspension report was run through ISRS. ii. Schedule updates – Respiratory Therapy is full and EGF welding

	<p>Stauss-Stassen</p> <p>Huschle</p> <p>Gooden Castle</p>	<p>has only 1 spot left.</p> <p>iii. Project Action Team – Reinstatement of FB had their first meeting on May 20th.</p> <p>a) Next meeting set for 6-4-14 will cover financial information with Shannon.</p> <p>b) Other speakers will be invited to future meetings such as Scott Goings, MnSCU re: Title IX compliance.</p> <p>K. Jodi reported:</p> <p>i. Pharmacy Tech program has an accreditation process this summer.</p> <p>ii. Reviewing PN enrollment</p> <p>iii. Jodi is working with Brian on revision of 5 year program review.</p> <p>L. Brian is working on the review program, faculty working on retooling sustainability process and he is hoping to catch up on other projects over the summer.</p> <p>M. Bob is dealing with parking lot issues and cameras.</p> <p>N. Carey complimented everyone on graduation. It was his first one at Northland and it was just right. Thank you!</p>
Adjournment:	10:36 a.m.	
Next Meeting Date:	Thursday, <u>June 19, 2014; 9 a.m.-</u> via Telepresence (TRF-601; EGF-149)	