

President's Cabinet Meeting Minutes

Thursday, June 19, 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, Brian Huschle, Shannon Jesme, Kristi Lane, Becky Lindseth, Anne Temte, Kirsten Michalke, Jim Retka, Karl Ohrn, Gerry Schulte, Jodi Stauss-Stassen, Jason Trainer, Sheila Bruhn

Absent: Dan Klug, Curtis Zoller

Guests:

Topic	Responsible Party	Discussion/Outcome
Call to Order:	Temte	Anne called the meeting to order at 9:03 a.m.
Discussion Items:	Temte	MnSCU's Board Meeting - Anne shared she attended this meeting held in St. Paul. Chancellor, Steve Rosenstone has 2 issues going on. First, IFO and compensation. Secondly, the BOD delegation working with board chair to negotiate a contract with the Chancellor. The new contract for the Chancellor was finalized, but was not brought before the BOD. Board chair apologized for not bringing it back to the Board for review. The Board asked some very probing questions regarding the process. Anne stated the Board still accomplished a lot even with everything going on.
MnSCU BOD meeting		Two exciting announcements: A. First, as the new lead for Shared Services Co-op, Phil Davis has hit the ground running. Colleges will reap benefit of full rebates. Good response time from Phil on questions asked is much appreciated. B. Second, Charting the Future process. From Northland - Yvette Schneider, AFSCME; Kassandra Klinkhammer, student, and Norm Hals, MSCF representative are on teams for this project. i. Unanticipated excitement in conversations re: changes at MnSCU. ii. Chancellor Rosenstone's evaluation was released. Very positive as he is making changes and breaking through system barriers. iii. In discussions on what direction teams are going and how can we be involved, it was promised that information will get out to all. iv. To the extent possible Northland needs to provide input.
1. Rummage Sale	Lindseth	1. <u>Rummage Sale</u> – about \$2,500 in sales from TRF campus and approx. \$1,700 in EGF. Very low attendance at both campuses. TRF felt they sold a lot of items, but EGF has a lot left. Becky said maybe a second sale or some other method will be looked at for remaining items. Shannon said Stacey and she have talked re: computers. Looking at a process to use.
2. Video Phones	Lindseth	2. <u>Video Phones (3)</u> – Becky thought TRF could use floater office for larger screen phone, but wonders how much it will get used located in the administration area. Discussion followed.
	Trainer	a) Jason asked if the area where photos are taken in Jason

3. eTime & eLeave	Lindseth Huschle	<p>Pangiarella's office suite could be an option. This is a possibility.</p> <p>b) Aerospace location needs to be identified.</p> <p>3. <u>eTime and eLeave – Pending requests from former or PT employees</u></p> <p>a) Becky shared we are getting several updates daily.</p> <p>b) Brian noted he has been in the system – it is going OK however, faculty is not used to the two-week lead time. Also site keeps changing.</p> <p>c) Kristi confirmed updates are very frequent. Not sure meeting with Deans is a good idea at this time. Recommend waiting until changes slow down.</p> <p>d) Becky stated the process probably should have been piloted first.</p>
4. Process for programs requiring laptops	<p>Lane</p> <p>Lindseth</p> <p>Jesme</p> <p>Fontes</p> <p>Huschle</p> <p>Jesme</p> <p>Temte</p> <p>Huschle</p> <p>Hron</p> <p>Temte</p> <p>Jesme</p> <p>Huschle</p> <p>Hron</p> <p>Huschle</p>	<p>4. Process for programs requiring laptops – Shannon spoke to this item. Recommendation for a formal process on laptop use was made. There is a course now wanting to require a \$1,200 to \$1,800 computer for class. (CAD program) Possibly a financial aid impact. How to proceed? Discussion followed.</p> <p>a) Mary commented on entry level courses to ensure students are ready for class.</p> <p>b) Brian noted we have a laptop requirement page on web and asked if we are keeping existing program requirements current.</p> <p>c) The current requirement does not address specific courses adding additional requirements. Policy not in place as situation has not occurred before.</p> <p>d) Anne commented it seems to be a fee and fees have a process which goes through the board. This does align with the fee process.</p> <p>e) Brian asked if it is a matter of access to computers outside of lab time. Could we make the labs more available?</p> <p>f) Stacey noted she did not think faculty is aware of cost for the laptop requirement however advisory committee did approve it.</p> <p>g) Another question is regarding software. If it belongs to Northland then it should not be on a student's laptop.</p> <p>h) Anne asked if DigiKey could assist through a computer loan process since the students are their employees.</p> <p>i) Shannon asked where to take more information when received? Anne stated it should go to Carey and Jim.</p> <p>j) Brian stated we need to look at incorporating this information into the system for next year. Brian and Stacey will review.</p> <p>k) Stacey does not have cost info for software, but it is significant.</p> <p>l) Brian will visit with Jim, Andrew and Carey to bring them up to speed.</p> <p>m) Brian stated this needs to go through Academic Affairs. Mary agreed.</p>
5. Northland Organization Chart	Lindseth Temte	<p>5. Northland Organization Chart - Becky provided an updated chart for review. Anne recommended this item be held for discussion until after Jim and Carey arrive. All agreed.</p>
6. Other	Temte	<p>6. Other:</p> <p>a) <u>Comprehensive Capital Campaign</u> – Anne sent out a case</p>

	<p>Temte</p> <p>Jesme</p> <p>Temte</p> <p>Huschle</p> <p>Temte</p>	<p>statement for support to members as she wanted Cabinet to know what is happening. The document is modeled after Northland's strategic plan and is in support of a comprehensive campaign the Foundation is considering. Currently the process is in the feasibility study stage.</p> <ul style="list-style-type: none"> i. Gonser/Gerber Consulting firm has been onboard doing internal interviews already and are now looking to do external interviews. ii. Anne referenced page 4 of the document and asked everyone to review the following list to ensure the case statement is meeting expectations, including costs: <ul style="list-style-type: none"> 1. Fitness facilities with locker rooms 2. State of art technology 3. Simulations centers 4. Laboratories 5. Innovation and new programs 6. Recruitment and scholarships iii. Shannon asked about how this aligns with the leveraged equipment campaign. Discussion followed. iv. Please review and let Anne know if you have any input. She will also send out reminders with specific requests for information. v. Brian wanted the consultants to be aware that when they are meeting with external partners, these same individuals may also be approached for leveraged equipment and need to be sensitive to this fact. vi. Anne reminded everyone the campaign is still in the feasibility stage only, but will have the consultants meet with Deans prior to external interviews. vii. Any information or questions, please contact Anne, Dan or Sheila.
On-going Items:		
<p>(Attachment 1)</p> <p>(Handout A)</p>	<p>Lindseth</p> <p>Fontes</p> <p>Lindseth</p> <p>Bruhn</p>	<ul style="list-style-type: none"> 1. Policy review: <ul style="list-style-type: none"> 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>Mary reported she did research on what other colleges are calling their policy. Discussion followed. Becky suggested 'Tobacco and E-cigarette' Policy for the new name. All agreed. Becky also stated the policy will go back to SGC on the 24th.</p> 2. Grant Summary spreadsheet - Sheila reported on the updated summary. <ul style="list-style-type: none"> a) Otto Bremer Foundation – Finish Line Scholarship NEW <ul style="list-style-type: none"> i. OBF has partnered with MnSCU and is donating \$4M for scholarships to assist in persistence and on-time completion rates.

<p>Northland Organizational Chart Discussion, #5 Discussion item</p> <p>Chart 1</p> <p>Ongoing Item: Budget</p>	Temte	<ul style="list-style-type: none"> ii. Sheila noted Carey, the Deans, Karl and Jason are all providing information for the grant. iii. Sheila is responsible for submitting grant proposal. Due June 27th. b) Anne stated Northland is working with CLC and Ridgewater College on the TAACCCT Round IV grant through the Center of Excellence for Precision Ag. Due date: 7-7-14. c) Other TAACCCT Round IV grants being prepared include one for manufacturing and one for transportation. Due dates are also 7-7-14.
	Temte	<ul style="list-style-type: none"> 3. Shared Governance Agenda items for discussion on 6-24-14 include: <ul style="list-style-type: none"> a) Budget b) Program Cost Analysis and Sustainability update c) FY2015 Division Chairs Structure Update d) BOT AET Update – names gathered will meet for recommendation. e) FBM report f) Master Committee Chart Review g) Northland Organization Chart h) Electronic Early Alert Form i) President’s Transition Process j) Preliminary in-service agenda k) Policies <p><i>Carey joined the meeting at 10:05 a.m.</i> <i>Break occurred 10:05 a.m. to 10:12a.m.</i></p>
	Lindseth	<p>Discussion item #5 - Northland’s Organization Chart – Becky stated the draft is proposed for July 1st and ask members to review.</p> <ul style="list-style-type: none"> a) Questions/comments: <ul style="list-style-type: none"> i. COI, FBM responsibilities will shift and be relocated on chart. ii. Anne stated she will need to be updated by Tuesday for a system level FBM meeting. iii. Jodi will add on a college lab assistant for the simulation lab monitoring – Brian noted this is a cost savings.
	Temte Staussen Stassen Huschle	
	Temte	<ul style="list-style-type: none"> 4. Budget – Anne shared that colleges with retiring presidents (6) are experiencing a triple whammy: <ul style="list-style-type: none"> a) Retiring presidents required to have a balanced budget by FY2016. Not certain yet if this means cash only. b) No tuition increases for biennium c) Declining enrollment (majority of colleges are experiencing this.) <p>Anne has visited with other retiring presidents and as a group they have requested a meeting with Vice Chancellors in early July to ask for clarification on the balanced budget item and other expectations. Discussion followed.</p> <ul style="list-style-type: none"> a) Will inquire about reserves when facing more cuts. b) It was asked if this is the extent of reductions. Anne stated this is unknown at this time. We might be OK, if enrollment comes up,

	<p>Jesme</p> <p>Lindseth</p>	<p>tuition can be raised in 2016 and/or grants received. All will help.</p> <p>c) Shannon reported that as per a CFO call this morning, IFO will be able to pull funds backwards if contract is ratified on 6-30-14.</p> <p>d) Becky reported on reductions that have occurred:</p> <ul style="list-style-type: none"> i. Aerospace - Karen Paulson's position eliminated. (Grant funded) ii. Charlene Abrahamson's position - TRF has been eliminated. She is pursuing seniority options. iii. Melanie Oakes's COI position eliminated in EGF iv. Connie Troska's COI position eliminated – however, as Northland secures contracts COI would be in contact. v. Two PT temporary positions eliminated vi. Tiffanie Bieganek will reduce to 30 hours starting July 1st. vii. Julie Fenning reduced to 32 hours starting July 1st. viii. Bob and Clinton are aware that moving forward there will be no further intermittent hiring for automatic backfill for temporary time periods. Reduction in services for these periods will be addressed and communicated. ix. Working with AFSCME, Jodi Halsa was presented a BESI. She accepted and her last day is June 27th. x. Bonnie Klasen was presented a BESI. She accepted and is retiring effective end of day July 7th; however due to health issues she will not be back to work. This position will be restructured and posted (internally first) as a full-time seasonal position. xi. Other Personnel related items– RCE reductions, telecommuting, lots of other non-personnel reductions. Becky will review with others to see if the budget is where it should be. xii. Additional comments/information <ul style="list-style-type: none"> 1) Phones – All incoming calls will route through EGF 2) Meetings occurring with affected employees 3) Anne shared that with all of the changes there are some things that will not get done or not be done the same way. <p>5. Bookstore Profit Purchases – no report</p> <p>6. Committee Reports – none</p> <p>7. Roundtable Reporting:</p>
	<p>Lindseth</p> <p>Castle</p>	<p>a) Becky updated on housing:</p> <ul style="list-style-type: none"> i. Conference call with ORB, MnWEST and Northland. Investors for ORB moved on to other projects. ii. Legislative bill \$2.2M for MnSCU (Grants) 2 - \$1.1M for campuses with aviation maintenance and natural resources, Ely and TRF meet the criteria. iii. ORB is moving into design phase and meetings on tax incentive programs. Larry Kruse wants to stay in the loop iv. ORB contacted Housing agency and they were directed to MnSCU. <p>b) Clinton shared the bid opening for the bonding project at the</p>

		<p>airport was held on Tuesday. Two bids received and both came in high (over 6M) approx. \$1.5M over funding</p> <ul style="list-style-type: none"> i. Meeting to see where bids are high. Determining what next. ii. Another bid process in Dec. possible before building codes change next year. <ul style="list-style-type: none"> 1) If December, this might better align with contractors. 2) By February contractors are already full with work. 3) Mechanical changes – underground heat, etc. 4) Monday at 3 p.m. have a meeting scheduled to determine what direction to take. iii. Anne asked if a press release could be sent out stating that bids were high. Becky will request PR language to use from MnSCU. iv. Architects will give recommendations on areas for redesign. v. Clinton shared we were the only project with design work completed. vi. Jim asked if the architect will change. Clinton stated the leads remain the same. <p>c) Bob gave an update on the HEAPR project. He understands that some funding has been removed. Received \$1.5M and have areas already designed. This will affect FCI. Project will begin next spring with coordination key as areas are over library, IT and administration.</p> <p>d) Shannon reported:</p> <ul style="list-style-type: none"> i. Year-end process is underway. ii. Rolling PO's is not encouraged. This process includes presidential approval. iii. Reminder to Cabinet members to be careful when using p-cards. If a purchase is received after July 1st it is an FY15 expense. iv. Internal controls in place re: testing, but now there is talk that federal grants will be included. <ul style="list-style-type: none"> 1. Compliance audits to complete. 2. The Inspector General's office will ask - does the grant meet the purpose? 3. Internal controls – procedures, policies to handle transactions. <p>e) Kirsten gave an update on COI activity:</p> <ul style="list-style-type: none"> i. Summer welding program on track. ii. RoboStorm Camps completed on both campuses. Fun! iii. Motorcycle classes are full – had to cancel EGF due to parking lot. iv. New contracts being worked on with Steffes Manufacturing for welding. <p>f) Steve shared the following</p> <ul style="list-style-type: none"> i. Post-Graduation Employment report is wrapping up. ii. Tri-Valley Transportation contract is up for renewal. Steve reported that rides to TRF are 3 times higher than from TRF. A question to ask is if \$25,000 from bookstore profits split equally, fair if routes from TRF are less. Anne stated it
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	Castle	
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		<p>is too late to change for this year, but let everyone know that it is being reviewed.</p> <p>ACTION: Steve will go ahead and renew contract for this year.</p>
	Fontes	g) Mary gave a Project Action Team – football Update: 3 meetings have been held. Scott Goings drove up from state office. He did a good job on presentation. He is willing to come back or do a WebEx for cabinet/college.
	Temte	<p>i. Anne stated she spoke to Mark Carlson and talked about reenergizing TRF adv. Committee and he is willing to come up to discuss the role of a community advisory committee within the MnSCU governance structure.</p> <p>ii. EGF advisory committee in good shape. A meeting will be scheduled this summer.</p>
	Fontes	<p>Other items being worked on:</p> <p>i. Applicant calling continues.</p> <p>ii. With personnel changes a group met to get assignments redistributed.</p> <p>iii. TRF student services will remove one horseshoe counter and a computer kiosk will replace it. New carpeting is scheduled in this area so good time to reconfigure.</p> <p>iv. Arin was able to get us on the tour for ‘Why Treaties Matter’ exhibit. It will be at Northland in November near Native American week. The exhibit will be one week at TRF and one at EGF. Lots of coordination involved. Press releases will be needed.</p>
	Dalen	h) Dean stated he is trying to clean out and transition items to make sure all is covered when he retires. This is his last Cabinet meeting.
	Crittenden	i. Steve shared that businesses wanting to post a job with Northland will speak with Tyler Beckman moving forward.
	Dalen	ii. Testing will continue. Dean will be here for 2 sessions and then Lynell Wayne will take over.
	Ammerman	<p>i) Rocky shared the next couple of weeks are busy getting information out to advisors and July brings advisor training.</p> <p>i. 14% behind last year numbers of registration. Significant amount.</p>
	Huschle	ii. Brian commented last year the system office responded to enrollment information. He is wondering if this has been communicated to John O’Brien asking if similar information is being received from other colleges. Rocky has not talked to anyone at the system office.
	Trainer	j) Jason shared re: enrollment non-concurrent numbers are down. Inquiries are well above last year and applications are up, but numbers are skewed with non-concurrent numbers. Jason also commented statewide reporting is difficult as numbers are received after the fact.
	Trainer	i. It was noted that UND seems to be attracting more students with an increase in GF county residents.
	Huschle	ii. Brian asked how MN resident enrollment numbers are comparing to ND resident numbers. Jason is looking at these

	Fontes	numbers now.
	Castle	iii. Mary suggested we look at online classes to attract non-traditional students and incumbent workers to improve enrollment numbers. Carey stated he is not sure what will be done, but something will occur. Will need all hands on deck.
	Bakken	k) Michelle reported she is keeping busy with FY14 year-end and FY15 start up. Also, bookstore staffing and training.
	Hron	l) Stacey shared that Star ID is going well and the phone company transition has been primarily behind the scene work.
	Lane	m) Kristi shared she is busy with lay-offs and the BESI program. She is working closely with affected departments.
	Retka	n) Jim reported that 3 DOL TAACCCT Round IV grants are being worked on and all are due July 7 th . (Transportation, Aerospace-Precision Ag & Manufacturing)
		i. Ridgewater College has two recommendations for Center Director for the Precision Ag Center of Excellence.
		ii. Attended a 1-1/2 day conference in central Maine last week. Demographics there are similar to here. Workshops included manufacturing, law enforcement and also had some industry tours. (LL Bean, a bottled water company & an advanced manufacturing co.)
		iii. FBM - putting together a work plan for new model.
	Castle	p) Carey stated it has been a busy month:
		i. Brian hired as Dean of EGF Campus. (Prior serving as interim)
		ii. Carey thanked everyone to help do what we need to do to work through the pieces needing to be addressed.
	Ohrn	q) Karl is working on program sustainability and the Otto Bremer Foundation – Finish Line Scholarship Grant with Sheila.
	Trainer	r) Jason gave update already – Enrollment is a priority.
	Stauss-Stassen	s) Jodi stated the site visit for Pharmacy Tech went very well and Danika did great. She is working on equipment recommendations with Brian and Dan to develop an ask strategy. A meeting with Altru Health System to request an equipment donation is being scheduled. Also noted she is working on five-year program review updates.
	Huschle	t) Brian shared he had a good visit with President Terry Janis, WETCC on ways to partner.
	Temte	u) Anne stated that every year more and more needs to be done with less and less. She appreciates what everyone is doing.
		i. MnSCU booth at MN State Fair – She feels it does not yield benefits to warrant the expense. Mary shared she responded to MnSCU that we would not be participating in the event.
	Fontes	ii. It was noted that some colleges purchase their own booth. This maybe something to consider in the future for Precision Ag.
Adjournment:	10:46 a.m.	
Next Meeting:	Thursday, August 14, 2014 from 2:00 to 5:00 p.m.	