

## President's Cabinet Meeting Minutes

Thursday, October 16, 2014, at 2:00 PM

TRF 601; EGF 149, via video conference

### Members Present:

Rocky Ammerman, Michelle Bakken, Clinton Castle, Steve Crittenden, Mary Fontes, Stacey Hron, Shannon Jesme, Sheila Bruhn, Kristi Lane, Becky Lindseth, Anne Temte, Kirsten Michalke, Jim Retka, Karl Ohrn, Gerry Schulte, Jodi Stauss-Stassen, George Bass, Bob Gooden, Chad Sperling (guest), and Julie Fenning (Recorder)

**Absent:** Curtis Zoller, Brian Huschle, Carey Castle


### Guests:

Topic	Responsible Party	Discussion/Outcome
<b>Call to Order:</b>	Temte	President Temte called the meeting to order at 2:02 p.m.
<b>Discussion Items:</b>		
<b>Kudos!!!</b>	Temte	<p>President Temte gave kudos to marketing department on their work on the State of the College luncheon on the East Grand Forks campus. President Temte shared that they were in the process of scheduling the State of College event in Thief River Falls as well.</p> <p>President Temte suggested that Chad Sperling be invited to join the Cabinet in discussions relating to marketing.  <b>ACTION ITEM:</b> Julie will invite him to participate.</p>
1) Football Reinstatement	Temte	<p>President Temte provided an update on the progress of the reinstatement of the football program. The program will be reinstated fall 2015 as long as two major challenges were addressed:</p> <p><b>Head Coach</b></p> <ul style="list-style-type: none"> <li>The head coach position has been posted with currently 12 applications submitted. The ad included the criteria that was established by the football program task force that met over the summer. The coach must be committed to (1) student academic and athletic success, (2) setting high expectations for student athletes in their roles as team members, members of the student body, and residents of our communities, (3) recruiting student athletes from regional high schools, and (4) adherence to required policies and procedures.</li> </ul>

2) FY2016 Deficit Reduction Information	Bruhn	<p><b>Housing</b></p> <p>Sheila Bruhn provided an update on the housing subcommittee that was formed with members of the Community Advisory Committee. The group will be meeting to brainstorm options for a temporary solution until spring 2016/fall 2016 when student housing would be available. Participants include: Sheila Bruhn, Becky Lindseth, Jason Pangiarella, Shannon Nelson, Paul Peterson, Scott DCamp, Scott Mekash, Maryel Anderson, Jim Dagg, and Emery Lee. Shannon Jesme will be brought in as needed. This group will also look into concerns with student tenants. Once the coach is hired, he/she will be a part of the housing subcommittee.</p>
	Lindseth	<p>Becky provided an update on the communication with University of Minnesota Crookston, University of North Dakota (UND), and hotel owners from the surrounding communities. The only interest expressed was from UND. Becky is working on details. If housing was made available, NCTC would need to work out transportation for students traveling to the TRF campus. Updates will be provided at the next meeting.</p> <p>Becky Lindseth provided an update on the student housing project. The system office estimated that the request for proposal will be released at the end of October. Construction would not begin until spring/summer 2015 and the units would not be available until fall of 2016, possibly spring of 2016.</p>
	Temte	<p>President Temte shared that the deficit reduction information packet has been distributed to all constituents including the community advisory committee.</p> <p>President Temte shared that the executive team continues to look at all areas for possible reduction scenarios. The first deadline for layoffs is October 31<sup>st</sup>. Notices will be sent out during the week of October 27<sup>th</sup>.</p>
3) Status of GED in TRF	Meng	<p>Curtis Zoller provided an update and date when the GED testing center would be open for testing on the Aerospace campus. As long as there are no additional glitches in the Pearson Vue testing requirements and staff proctor certification process, the testing center would be open for testing by December 1, 2014.</p>

4) Transcript Request Process	Ammerman	Rocky Ammerman requested feedback on implementing a new process for processing transcript requests. This new system would remove the bookstore and business office staff from the process and it would all be processed online. There is an additional fee that would be the responsibility of the students. The Cabinet supported adding this service. The final cost will need to be determined. It was recommended that communication be sent to students once finalized.
5) Driving Policies – Students Under 21	Fontes	Mary Fontes shared that there has been some discussions regarding student drivers who are under 21 years of age, driving out of state, including North Dakota. While MN Risk Management and the system office do not prohibit this, it was determined that NCTC will continue enforcing this practice. Student drivers under the age of 21 are not to drive college vehicles for college-related events out of Minnesota.
6) Ebola Concerns	Temte/Lindseth	<p>Anne shared that there have been some concerns relating to the spread of the Ebola virus, as we have a large population of students from Africa. Becky Lindseth shared that Don Beckering from the System Office is participating on a state-wide committee with Homeland Security and the Center for Disease Control and will be providing updates and action items as they are available. Julie Fenning, Safety Officer is the contact person for NCTC. At this time NCTC administration is reviewing and updating the Emergency Preparedness/Pandemic Plan.</p> <p>Julie will work with facilities to ensure hand sanitizer stations are filled and ready for large volume use. Hand hygiene posters will be put up and updates will be provided as necessary.</p>
7) Master Facility Plan Update	Lindseth	Becky provided an update on the progress of the master facility planning. Gary Hay from Hay Dobbs was on site Monday and met with group to establish next steps. It was determined that the survey would be redone and that they will be incorporating ideas from the academic master plan. Becky will be distributing an email link for the survey for students and employees.

8) Aerospace Capital Project Update	Lindseth	Becky announced that the TRF Airport Authority passed a resolution to move forward with lease. Becky has forwarded the lease for signature. Once finalized we can move forward on aerospace project. Foss Architect is finalizing the designs. It will be out for bids in November, with ground breaking in the spring.
9) Bookstore Items	Bakken	Michelle Bakken requested input on raising the amount that students are able to charge during the start of the semester. Currently the amount is \$600. This works for some programs, but there are several programs where this amount is not adequate. The request is to increase the charging limit to \$1000. It was determined that \$800 would be sufficient for most programs. Programs with books in excess of \$800, would need to be manually over-ridden.
	Bakken	Michelle Bakken made a request to sell fresh popcorn in the bookstores to increase traffic and excitement in the bookstores. Michelle shared that there were no safety concerns with this activity. Concerns were expressed regarding the agreement with NCTC's food vendor as well as a possible increase in the need for cleaning. It was determined that popcorn will not be sold in the bookstores.
	Bass	George reported that he has been working on grant reporting and work to downsize the college vehicle fleet.
	Ohrn	Karl shared that he is working on the Perkins annual report and program sustainability for 2014 data.
	Bruhn	Sheila provided an update on her work with the foundation. They are waiting for final results for recommendations regarding the capital campaign. She is also working to schedule community advisory events and the State of the College events.
10) Around the Table	Huschle	Brian shared that there have been recent donations to college programs: <ul style="list-style-type: none"> <li>• Altru \$100,000 pledged over 5 years</li> <li>• Sanford \$25,000 pledged over five years</li> </ul>
	Michalke	Kirsten provided an update on current projects in the Center for Outreach & Innovation. The continuing education cosmetology refresher course was a success with a full house at 23 participants.

	Stassen	Jodi shared new requirements for faculty participating in clinicals and that a new process is being put in place.
	Fontes	Mary reminded everyone to attend the Why Treaties Matter displays on campus. Arin has been working with area high schools to participate in the exhibit. Employee and students are encouraged to attend.
	Retka	Jim shared that the TRF program advisory committee dinners were scheduled next week.
	Schulte	Jerry shared that the Financial Aid department is looking into using social media more for communication with students. Kudos to Jerry and Rocky for taking the lead on the project! Jerry also shared that Gail Johnson has submitted her intent to retire as of January 2015.
	Ammerman	Rocky shared that registration for spring semester opened yesterday.
	Bakken	Michelle shared that new clothing has been ordered and will be in the bookstore now through December. Anne shared that they had used last year's clothing from the bookstore for prizes during the State of the College program in EGF and will do the same in TRF. NCTC clothing serves as walking billboards for NCTC.
	Meng	Heather shared that she is seeking input from employees and students regarding changing the name of the Learning Center and Learning Services to one college-wide name.
	Lane	Kristi has been working on learning and implementing the new Affordable Care Act requirements. She also announce the dates of open enrollment, October 31 <sup>st</sup> – November 13 <sup>th</sup> .
	Zoller	Curtis reported that the advisory committee meeting was well-received for the Imagery Analysis program. NCTC was elected to participate in a transportation Center for Excellence. He is working to restructure the UAS program to add an online certificate. He is also working with the National Science Foundation and Titan Machinery regarding equipment support for a precision ag program.
 <b>On-going Items:</b>		No on-going items discussed.
<b>Adjournment:</b>	4:31 p.m.	
<b>Next Meeting:</b>	<b>Thursday, November 20, 2014 from 2:00 to 5:00 p.m.</b>	