



President's Cabinet Meeting Minutes

Thursday, November 20, 2014, at 2:00 PM

TRF 735; EGF 290, AC13 via video conference

Members Present:

Michelle Bakken, Clinton Castle, Mary Fontes, Stacey Hron, Shannon Jesme, Sheila Bruhn, Kristi Lane, Becky Lindseth, Anne Temte, Kirsten Michalke, Jim Retka, Jerry Schulte, Jodi Stauss-Stassen, Curtis Zoller, Brian Huschle, Carey Castle, Bob Gooden, and Julie Fenning (Recorder)

Absent: Rocky Ammerman, Karl Ohrn, George Bass

Guests:

Topic	Responsible Party	Discussion/Outcome
Call to Order:	Temte	President Temte called the meeting to order at 2:03 p.m.
Discussion Items:		
1) Football Program Update	Temte	<p>President Temte provided an update on the search for the new head football coach. The search committee has recommended two very qualified individuals. President Temte and Carey Castle will be conducting phone interviews with these individuals this week and will have a decision early next week.</p> <p>President Temte reiterated that they will be looking for how the coach will meet the criteria established during the initial reinstatement discussions. They need to prove commitment 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.</p>
	Lindseth	<p>Becky Lindseth shared that UND will make a minimum of 50 beds available for NCTC students. Rooms will be dorm style as well as several apartment style options. Becky is waiting for more information from UND to put together a collaborative brochure and include information regarding transportation to the NCTC campuses. Carey Castle is waiting for a proposal from The Bus on adding an evening bus route from the TRF campus to EGF campus and UND housing.</p> <p>Becky Lindseth also announced that there is a new owner of the T59 Motel. They will be remodeling and adding extended stay options and are very interested in renting to students. They have also purchased an</p>

		<p>apartment complex in Oklee and are working to remodel and upgrade that facility as well. NCTC will be looking into a bus to Oklee if this becomes an option for student housing.</p> <p>Becky Lindseth reported that there has been no movement by the system office to release the 1.1 million dollar grant housing RFP for the on-site student housing project.</p>
2) Status of GED in TRF	Meng	<p>Heather Meng announced that the testing center at the Aerospace location is now open for GED testing. The testing schedule is the 2nd and 4th Thursdays of each month, 10:00 am – 4:00 pm. Alternative dates can be arranged on an as-needed basis. Resolved.</p>
3) Proposal to Rename Learning Services	Meng	<p>Heather Meng gave an update regarding the search to find a new college-wide name for the Learning Center and the Learning Services offices college-wide. Heather shared results from the survey that was distributed to students. Each name choice was discussed with a final decision being Academic Success Center. Heather will work with Chad Sperling and Katie Jones in marketing to help market and brand the new name. Resolved.</p>
4) Hour of Operations During Holidays	Lindseth	<p>Becky Lindseth shared that with the upcoming holidays landing on Thursdays and the numerous vacation requests for the following Fridays, it will be difficult to ensure employee coverage in every department. President Temte agreed that as long as essential functions had coverage, departments could be staffed minimally or closed on these Fridays. Becky encouraged supervisors to be generous with vacation approvals whenever possible. President Temte shared that a schedule is being created regarding administration coverage during the holiday season.</p>
5) Spring Semester In-Service	Lindseth	<p>Becky Lindseth shared that she had been asked if there was going to be a spring support staff in-service. She shared that typically only fall in-services have been scheduled for support staff. She asked if there was any interest from Cabinet members. Discussion followed. While members agreed that there is value in these professional development activities, it was determined</p>

		that a spring support staff in-service will not be scheduled in 2015. Resolved.
6) College Stationery	Schulte	Jerry Schulte shared that the financial aid department still utilizes preprinted college stationery and that it was no longer available in the bookstores. Shannon Jesme shared that most departments are using the College letterhead in electronic format and that bulk amounts were not needed. She recommended Jerry's department work with Pat Amiot to order a small amount for their use. Resolved.
7) Transcript Charge	Fontes	Mary Fontes sought approval to change the transcript charge from \$5 to \$8. This increase will cover the additional expenses for the new National Student Clearing House process. This new process will create a more efficient way of processing transcript requests. Approved by the Cabinet. It was recommended that communication be sent to students as well as be posted on the Eservices website.
8) Procurement Card Update	Bakken	Michelle Bakken shared that in previous cabinet meetings she has announced upcoming changes in the procurement card process. She shared that at this time, MnSCU is taking a "collective pause" on implementing the new procedure. MnSCU has hired a new employee to work on implementing the new procurement card procedures. Updates will be provided as they become available.
9) Office for Private Video Conference	Huschle	<p>Brian Huschle requested to revisit the plans to establish offices for video conferencing between campuses for students and employees. These facilities will allow students and staff to have one-on-one private conferences regardless of where people are located.</p> <p>Designated Rooms:</p> <ul style="list-style-type: none"> • EGF campus – Room 113 • Aerospace – Floater Office • TRF Campus – TBD <p>ACTION ITEMS:</p> <ol style="list-style-type: none"> 1. Carey Castle will determine office for TRF campus. 2. Stacey Hron will set up the larger video phones and ensure a desktop computer is available.

<p>10) Charting the Future</p>	<p>Temte</p>	<p>3. Communication will be sent to students and employees regarding these new offices and the technology available to them.</p> <p>4. Bob and Clinton will grant access to offices for employees.</p> <p>President Temte provided an update on the Charting the Future initiative. The IFO and MSCF faculty unions have formally withdrawn from the process. In addition, all seven of the faculty senates from the MnSCU universities have formally submitted a vote of no confidence in Chancellor Rosenstone to the Board of Trustees. The Board of Trustees has reinforced the importance of Charting the Future and has invited faculty unions back into the process through mediation. President Temte shared that you can still join the on-line gallery walks and submit your input.</p>
<p>11) Around the Table</p>	<p>Castle</p> <p>Meng</p> <p>Carlson</p> <p>Schulte</p>	<p>Clinton Castle provided and update on the airport capital bonding project. The project is now out for bids. The deadline to submit a bid has been extended to December 4th due to the upcoming Thanksgiving holiday.</p> <p>Clinton shared that facilities will be working on two main projects during the holiday break: Workforce Center painting and an update/remodel in the bookstore on the TRF campus. Clinton shared he will also be attending advanced training on the security door lock system.</p> <p>Heather Meng shared that the process for Accuplacer testing is going smoother. Lynell Wayne has been doing a great job troubleshooting the new process with MnSCU.</p> <p>Nicki Carlson shared that the enrollment specialist position has been filled with an announcement coming early next week.</p> <p>Jerry Schulte reported that he has gotten early invitations to start financial aid information nights at area high schools. Normally he doesn't start this activity until January. This may be good news for student interest in Northland. He shared that Gail Johnson's last day will be December 19th. Her position will be posted in the near future.</p>

	Lindseth	<p>There will be holiday potluck luncheons for employees at both campuses: EGF – Tuesday, December 16 TRF – Wednesday, December 17.</p> <p>Becky volunteered to coordinate the TRF campus holiday pot luck luncheon.</p>
	Bakken	Michelle Bakken shared that the bookstore will be refreshed over the holiday break. The online bookstore is now open and special incentives will be offered for students who purchase their books from the NCTC bookstore online.
	Michalke	<p>Kirsten Michalke shared that the COI Continuing Education Department is collaborating with TRF Community Education on a joint publication. This will be distributed via the Northern Watch.</p> <p>Kirsten also shared that she attended an Impact 20/20 task force meeting in Bemidji and heard several compliments regarding NCTC's display at the Career Expo. Kudos to our NCTC team!!!</p> <p>Kirsten shared that the Vikings NFL football team will be coming to Thief River Falls in February to the Winter Blast. Additional information will be shared with the new head football coach once hired.</p>
	Castle	<p>Carey Castle shared that the Athletic Director/Student Life Director search is in progress. The search committee will be concluding telephone interviews with candidates this week, with on-site interviews in the next two weeks.</p> <p>The Academic Master Planning (AMP) process is approaching a major milestone. The full team met last Friday afternoon and is closing in on a draft report before the end of the semester.</p>
	Temte	President Temte shared that she is preparing three reports to submit to system office for the incoming president. Additionally, she and Sheila will work on a briefing book. This report will have a list of staff and their primary responsibilities. This report will be good to share with employees as a good way to outline new or reassigned responsibilities throughout the college.

	Retka	<p>Jim Retka provided an update on the project with Jon Beck, Andrew Dahlen, and Shane Zutz (Lincoln High School Principal) to develop a technical career exploration course. He will present with Shane to the Board of Education in Thief River Falls within the next six to eight weeks.</p>
	Lindseth	<p>Becky Lindseth reported that there have been two sabbatical applications submitted for this year. This is down from the eight last year and will result in a savings to the college.</p>
	Lane	<p>Kristi Lane shared that she is busy with several vacancies, job audits, open enrollment issues, and learning the requirements with the new Affordable Care Act. There will be new information coming soon, which will affect deans and supervisors. This new law takes effect January 1st.</p>
	Hron	<p>Stacey Hron shared that the NCTC mobile app has been purchased by another vendor. There will be several updates and changes coming in the near future. IT will work to minimize impact to users.</p> <p>Stacey also shared that there have been several new viruses affecting college computers and email. IT has been communicating with employees regarding using caution with emails and websites.</p> <p>Stacey shared that the Roseau site server is currently down. Updates will be provided as necessary.</p> <p>Stacey reminded employees that as StarID passwords start expiring, the new password will need to be changed on all devices.</p>
	Zoller	<p>Curtis Zoller shared that a grant proposal was submitted to the Department of Agriculture last week. They are seeking funding to further develop precision agriculture applications of small Unmanned Aerial Systems (sUAS).</p>
	Huschle	<p>Brian shared that faculty and deans, working together, have achieved the donations needed to get the full matching, leveraged equipment funds from MnSCU.</p>

		<p>Brian also shared that a 15 credit CAD certificate will be announced soon. Brian noted that table tents have been set up around campuses to remind students to register.</p>
	Staus-Stassen	<p>Jodi Staus-Stassen announced that the online dietetic certificate has been approved for fall 2016. Jodi shared that she has been working on program progression plans with students in the Massage Therapy program and finishing the self-study for the nursing accreditation application.</p>
	Jesme	<p>Shannon Jesme reported that at the recent CFO meeting with MnSCU, it was shared that MnSCU is confident that the leveraged equipment funds will be in the budget for the next biennium. She encouraged everyone to start contacting vendors and shared that donations can be accepted early and that extra FY15 funds could be moved into FY16.</p>
	Fontes	<p>Mary Fontes reported that during College Application week at the end of October, over 200 high school students applied to Northland. She provided an update on the display “Why Treaties Matter”, “According to Coyote” presentation, and that Arinola Wuraola (Diversity Coordinator, EGF campus) had a baby girl and both are doing well.</p> <p>Mary shared that during International Education week, two students with I-90’s were interviewed by Pioneer 90.1 and she encouraged everyone to listen for their interviews during the upcoming Northland Spotlight.</p>
	Bruhn	<p>Sheila Bruhn shared that the marketing team and the KSRQ Pioneer Radio 90.1 FM team are working together for greater exposure and spreading news about Northland.</p> <p>The ‘State of the College’ address for the Thief River Falls Campus is scheduled for Monday, December 1st, beginning at 5:30 p.m. in the commons. A highlight will be selections from Northern Jazz, directed by Linda Samuelson.</p>
	Gooden	<p>Bob Gooden reported that he just completed the pre-bid walkthrough for the roofing project. There was a good turnout of contractors. The project is scheduled to start</p>

