



President's Cabinet Meeting Minutes

Thursday, December 18, 2014, at 2:00 PM

TRF 735; EGF 290 via video conference

Members Present: Clinton Castle, Stacey Hron, Shannon Jesme, Karl Ohrn Sheila Bruhn, Kristi Lane, Becky Lindseth, Anne Temte, Kirsten Michalke, Jim Retka, George Bass, Jerry Schulte, Jodi Stauss-Stassen, Mary Fontes, Brian Huschle, Carey Castle, Bob Gooden, and Julie Fenning (Recorder)

Absent: Rocky Ammerman, Michelle Bakken, Curtis Zoller


Guests: Chad Sperling, Marketing

Topic	Responsible Party	Discussion/Outcome
Call to Order:	Temte	President Temte called the meeting to order at 2:03 p.m.
Discussion Items:		
1) Community Advisory Council	Temte	<p>President Temte announced that the TRF campus State of the College event was postponed from December and will be held in the spring. She shared that the community advisory group is more knowledgeable of the challenges the college faces and is more understanding of decisions that need to be made. This understanding and support from the community will be good for the entire college community.</p> <p><u>Exciting Announcements</u></p> <p>Executed Airport Ground Lease Master Facility Planning in Progress TRF Aerospace Capital Bonding Project Awarded EGF Roofing Project Awarded New Football Coach Hired - Travis Martin New Director of Student Life/Athletics to be hired soon Academic Master Plan First Draft</p>
2) Marketing Update	Sperling	<p>Chad Sperling provided an update on recent marketing activities at the college. He shared that the new activities including, vinyl and electronic billboards, radio ads with IHeart Radio and Pioneer 90.1, and print ads in the local papers have increased web traffic, campus visits, and overall interest in NCTC. These ads vary from program specific, general college information, as well as highlights of specific items: athletics, transfer, and various important dates (Countdown to Registration!).</p> <p>The "Countdown to Registration" ad which will appear on the GF Herald for five consecutive days the week before classes start, will also be in the TRF Times and</p>

		<p>Watch for the two days these papers are printed for that week.</p>
3) Leadership Council	Temte	<p>President Temte provided an update from the MnSCU Leadership Council meeting. Topics discussed included Charting the Future and the spring gallery walks. President Temte shared this this has become a sensitive subject as the two faculty unions are no longer participating. She shared that overall, the fall gallery walks were well attended. The fall gallery walks were focused on student services, and the upcoming spring gallery walks will focus more on academic and instruction topics. We have been asked to schedule gallery walks March 23 through April 19. Colleen Kukowski will again be the point of contact for the college. President Temte shared that NCTC was fourth in participation in the gallery walks MnSCU wide! She encouraged cabinet members to participate and to encourage staff to participate as well. Sheila Bruhn shared that the photo of NCTC students participating in the gallery walks made it to Chancellor Rosenstone's desk and was the highlight of his day. The photo also appeared in a presentation at MnSCU's Finance conference.</p> <p>Other items discussed were budget planning and the importance of talking with local legislators.</p>
4) CFO Update	Jesme	<p>Shannon Jesme provided an update from the MnSCU CFO conference. She shared that a new IT director has been hired at the system office. He is working to revise and update the ISRS purchasing module with a web-based application. Implementation is expected in July 2016.</p>
5) IPEDS	Carlson	<p>Nicki Carlson shared an IPEDS handout and provided a brief overview of the data. This data is a nation-wide comparison of colleges and is used by legislators, MnSCU, as well as organizations nation-wide in planning and decision making activities.</p>

6) ACT Scores	Meng	Heather Meng requested feedback on the decision to establish one ACT code for NCTC. Currently there are separate codes for TRF and EGF. One code will reduce the confusion for students, school counselors, and NCTC Academic Success Center staff. It was determined to utilize the EGF code.
7) Service Contracts	Lindseth	Becky Lindseth reminded supervisors about the specific requirements for service contracts. There is a contract that needs to be put in place, as well as ensuring adequate liability insurance is in place. She shared that college employees must work with director of facilities on their respective campus when hiring vendors to perform maintenance/service work on NCTC property. The deans will share this new information with faculty they supervise.
8) Enclosed Trailers	Lindseth	<p>Becky Lindseth shared that as NCTC is expanding in marketing and recruitment, more requests are being made to use the enclosed facilities trailer as well as their vehicle to tow the trailer. The NCTC pickup is used for snow removal and the facilities department cannot be without it, and therefore, will be declining future requests. Becky made the suggestion to designate an enclosed trailer for this purpose and decorate it with the NCTC logo and other marketing designs. Currently the plumbing program has an enclosed trailer with minimal use. Could this trailer be used for this purpose? Becky also shared that the suburban on the EGF campus is set up for towing, as well as a 12-passenger van in TRF. These vehicles can be checked out using the online vehicle scheduler. Reminder: Employees driving 12 passenger vans and/or towing trailers need additional safety training. Students are not allowed to tow trailers.</p> <p>It was also noted that there were still NCTC vehicles with the old logo. Bob and Clinton will ensure logos are updated.</p>
9) Always Lost – Meditation of War Exhibit	Carlson	Nicki Carlson shared that Rocky Ammerman has been working to secure a war exhibit for each campus. The tentative schedule is July 1 – 10, on the TRF campus and July 12 – 22, on the EGF campus. More details will be provided as they become available.

10) Around the Table	Castle	Clinton Castle shared that the Aerospace project has been awarded, starting in spring 2015 with a completion of June 30, 2016.
	Bakken	Michelle is working on the drop for nonpayment list. Currently there are 92 students on the list. Tonight is the drop date.
	Lindseth	<p>Becky shared that HR is working towards implementing new requirements for the Affordable Care Act for January 2015. Kristi Lane will be notifying supervisors if employees are affected.</p> <p>Becky also shared that HR just received instructions for the January MSCF increase and is working on a short timeline for adjustments.</p> <p>Becky provided an update on the student housing RFP. It is currently being advertised on the NCTC home page, Grand Forks Herald, Fargo Forum, State Register, and the TRF Times/Watch. Becky has also sent notice to the college community advisory committees. President Temte shared that the City of TRF would like to meet with us to go over the location and future needs of the project.</p>
	Gooden	Bob shared that the roof project will start the Monday after graduation.
	Bruhn	Sheila – No updates on the grant report.
	Ohrn	Karl – No new updates.
	Bass	George shared he has been working with faculty on leveraged equipment purchasing.
	Fontes	<p>Mary provided an update on the activities of student services contacting students who have not yet registered for spring semester.</p> <p>Mary shared that NCTC will be implementing an automated graduate survey and that training will be conducted in January. Carey and Mary will connect to determine project lead.</p>
	Stassen	Jodi reported that her team has been busy registering students, closing course sections. She is working on a partnership with Bemidji State University to offer the RN to the BSN. The signing ceremony is scheduled for January 22 nd . President Hanson from BSU will be at the

	Hron	<p>ceremony to sign the agreement. She shared that the U of M is interested in partnering also, for the MSN.</p> <p>Stacey reported that the video phones are set up on each campus. The designated spaces are: EGF in room 113, room AC37 at the Aerospace site, and room 451 in TRF. The marketing team will be doing an Ask Northland campaign and will tie in this communication option with their campaign.</p> <p>Stacey also shared that all computers will be upgraded to MS Office 2013. Messages will appear on employee computers until the upgrade is complete.</p>
	Fenning	Julie Fenning reminded employees to complete mandatory safety training for December.
	Meng	Heather shared that the new name has been finalized and she is working with marketing to announce the new Academic Success Center. She also shared that beginning in January, she will be assuming the responsibilities of the diversity coordinator. She encouraged everyone to contact her with any ideas for spring activities.
	Jesme	Shannon shared that the instructional cost study was due Monday. She also reported that there was a new on-line budget request process. GroupLink will be utilized. This will be announced and emailed to employees after in-service in January.
 <u>On-going Items:</u> Policy Review: Grant Update SGC Agenda for January Budget		No on-going items.
Adjournment:	4:31 p.m.	
Next Meeting:	Thursday, January 15, 2015 from 2:00 to 5:00 p.m.	