

## President's Cabinet Meeting Minutes

Thursday, January 15, 2015, at 2:00 PM

TRF 601; EGF 149; AC-13B via video conference

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

**Absent:** Kristi Lane, Michelle Bakken

### Guests:

Topic	Responsible Party	Discussion/Outcome
<b>Call to Order:</b>	Temte	President Temte called the meeting to order at 2:03 p.m.
<b>Discussion Items:</b>		
1) Frontline Conference – Seasonal Employees	Lindseth	Becky Lindseth asked for input on allowing seasonal employees to attend the Frontline Conference. These seasonal employees' layoff begins on May 22. The Frontline Conference is May 25 and 26. Options were discussed. It was determined that employees wishing to attend the conference will be given a temporary assignment for these two days of the conference. Resolved.
2) Grant Summary	Bruhn	<p>Sheila Bruhn provided an update on grant activity and distributed a handout. Since last January, just over \$1M awarded to Northland. Very impressive!! Congratulations to Curtis and team!</p> <p>Curtis Zoller shared information from a pamphlet regarding grant opportunities for infrastructure and other items. He also shared if there are needs in these area, these items could be incorporated into grant applications he is working on.</p> <p>Carey Castle reminded everyone that there are other grants available for other topics and projects as well. Curtis is a great point of contact to help others build grants proposals.</p>
3) Round Table	Nicki	Nicki Carlson shared that enrollment numbers are more accurate now, being down 9% this same time last year. She shared that there will be a Career Expo in TRF on February 25. Programs participating include Early Child, Respiratory Tech, and Nursing. She shared that NCTC will be participating in two weeks of spring college fairs in March in the metro area.


	Lindseth	<p>Becky Lindseth provided an update on the RFP for the 1.1million dollar student housing grant project. The last day to accept proposals is today at 11:59 PM. If there are no proposals, the RFP will be reopened. It was discussed that the timing over the holidays was not ideal for contractors.</p> <p>Becky shared that there will be two sabbaticals this year. Tracy Boman will be for the whole FY16, and Dave Christian will be on sabbatical for half of the year.</p> <p>Becky provided an update on the presidential search process. She will be out of the office next week. She shared that Kristi Lane will also be out through Thursday. If something comes up, contact Becky on her cell phone. She will be available on a limited basis.</p> <p>Becky shared that Karen Paulson's last day was today.</p>
	Michalke	<p>Kirsten Michalke shared that the COI has scheduled general public computer classes in Roseau. Another semester of Digi-Key University starts this week. She also shared that they will be starting a similar credit-based program at Polaris next week. She has been participating on the Impact 2020 Workforce Taskforce. They are offering supervisory management courses. Next week, Brad Eriksen will be conducting MSHA training in full swing.</p>
	Retka	<p>Jim Retka reported that he had a meeting with the Farm Business Management advisory group and discussed what led up to decisions made regarding the financial situation, faculty layoffs, the future plans for the program, and how it will affect the local participating farmers. The community is looking for legislative support for the program; however, MnSCU has expressed that it does not support the allocation of funds for this program, if it might reduce the overall allocation. Jim will provide an update at the next cabinet meeting. Jim has scheduled a webex with all FBM faculty either Feb 8 or 9.</p> <p>Jim shared that there is going to be an Ag Centric Kickoff event hosted by the Department of Agriculture in St. Paul. It will be a two-hour event with a live broadcast at NCTC.</p> <p>Jim also shared that the State of Oklahoma is working to build a Career and Technology Center and would like to partner with us and our Transportation Center of Excellence. Participants are planning a trip in late February to visit NCTC and tour our programs. They have several maintenance operations, military and commercial entities utilizing UAS/IA technology.</p>

		<p>Jim shared that there is a Department of Labor grant regarding American Apprenticeship collaboration across Minnesota. President Temte shared that Mary Rothchild from the System Office will be leading the writing team. They will be developing a system-wide grant, focusing on partnerships in the metro areas, with intention of a spin-off in greater Minnesota into the future.</p> <p>Jim also shared that he heard information on Minnesota Public Radio regarding a legislative bill providing two years of tuition-free college. MnSCU is following this and updates will be provided as they become available.</p>
	Ammerman	<p>Rocky Ammerman reported that the transcript process using the Student Clearing House is working as planned. He is hoping that the on-line graduation survey will be implemented by spring.</p> <p>Rocky shared that the art exhibit, Always Lost: A Meditation of War, regarding veterans will be on campuses in July 1 - 22. He is working with marketing to begin advertising to the local communities. The Veterans Centers on each campus will be involved, as well as local American Legions and VFWs. Final details will need to be worked out as the date approaches.</p>
	Schulte	<p>Jerry Schulte reported that Katie Hanson has been hired in Gail Johnson's vacated position. Please take time to welcome her to NCTC!</p> <p>Jerry reported that he has visited eight local high schools, with six left. He shared he has had good turn out from parents. In Greenbush he had 40 participants. Spring Financial Aid disbursements will be February 2<sup>nd</sup>.</p>
	Hron	<p>Stacey Hron shared that she is working on eliminating printer/copier leases and converting all copiers and printers to Marco and NCTC's managed printing contract. There are no changes to the printing process, however, copying will now be charged a per page rate as well. The new copiers/printers added will be the two in the EGF reprographics room and the one in the TRF mail room. The contracts and leases with Advanced Business Methods will be ending through this conversion. Converting these copiers into the managed printing program will results in significant cost savings for NCTC.</p> <p>Jodi Staus-Stassen joined at 3:00.</p>
	Castle	<p>Clinton Castle shared updates on the remodel in the bookstore. It has a new look and is a more functional space. They also did some painting and updating in the Workforce Center. He shared that the office suite 465 remodeling will begin in the first part of</p>

		<p>February, creating two additional offices. The kitchen area by the coffee and soda machines, will be getting new counter tops and cabinets.</p> <p>Clinton provided an update on the airport building project. The vendor has been chosen and he is in the process of sending the Notice to Proceed. Updates will be provided as progress is made. The ground breaking ceremony will need to be scheduled. Clinton will work with marketing to assist with planning and marketing of the event.</p>
	Ohrn	Karl Ohrn shared that he is working to spend funds from the Pine to Prairie/Perkins funds of \$5,300. He will work with the academic deans to determine where to spend the money. Karl shared that this amount was less than half of what NCTC received last year.
	Bass	George reported that the start of the semester has been busy with increased student traffic. Everything has been running smoothly. He is also working with faculty on leveraged equipment purchases.
	Staus-Stassen	Jodi Staus-Stassen is working through a new process this semester for submitting forms for students. She is also working on the transition of clinical contracts. The Nursing Accreditation is scheduled for January 28-30. She is also working with faculty on leveraged equipment purchasing. They had planned to use funds to purchase a fire hydrant near the fire technology classrooms. The city agreed to purchase it. The cost was \$14,000. She is working with faculty to purchase alternative equipment. This purchase will also be able to be counted for next year's leveraged equipment process.
	Fontes	<p>Mary Fontes shared that she has been busy with students and parents this first week of the semester. Student Services have been busy with reducing the RCFN list and helping students. Mary also reminded employees to review the student version of the HAVEN training. She shared that it is a good course, very interactive. Haven is known for developing training that actually changes behavior.</p> <p>Mary also notified everyone that the policy gathering and review sessions were coming soon. She will send an email once finalized.</p>
	Huschle	Brian Huschle shared that the first week of the semester has been busy with students registering and transferring and adjusting courses. He shared that there has been a reduction of 5.5 FTE faculty positions due to reduction in sections and workload for faculty, minimal use of overload, and the reduction of adjunct use. He

		<p>shared that the spring schedule looks very good and is right-sized, which lessens the negative impact on the budget.</p> <p>Brian reported that the Intro to Education course had a successful start with 14 students. Instructors are Adawn Melbye and Peggy Rogers.</p> <p>Brian shared that last fall semester Distance MN celebrations for OCHS broke 500 and expecting 600 this spring. Good news!</p> <p>Brian share that Karl Ohrn is working on the student job shadow event. This is a chance for our students to shadow regional employers for four hours a day. This is a great opportunity for students. Big “thank you” to Marketing for promoting this event! Students can sign up through January 27.</p>
	Temte	<p>President Temte provided an update from the MnSCU Leadership Council. Budget continues to be a topic of discussion along with the work to gain legislative support for the \$142 million budget request.</p> <p>The System Office is requesting that each institution identify a Charting the Future coordinator. President Temte will get further clarification on this assignment.</p> <p>President Temte shared information regarding statistics on concurrent enrollment. NCTC’s rates are substantially lower than all MnSCU institutions. President Temte will share additional information with cabinet members.</p> <p>President Temte updated the Cabinet on the MECC Joint Powers Board. She shared that with the large amount of member turnover over the years, the board has decided to hire a consultant to develop a new Joint Powers Agreement.</p>
	Bruhn	<p>Sheila Bruhn shared that the spring scholarship ceremonies have been scheduled: January 27, in Thief River Falls and January 29, in East Grand Forks. Both will take place over the noon hour. Sheila shared that a retreat for Foundation board members will be scheduled in February.</p> <p>Sheila shared that her team is working on marketing for the signing ceremony on January 22, at the East Grand Forks campus. This is in celebration of an agreement with BSU to offer nursing classes and the BSN program on the NCTC EGF campus.</p> <p>Sheila reported that marketing inquiries are up, campus tour requests up, and that the marketing team continues to work on promoting the college.</p>

	Gooden	<p>Sheila shared that there will be a meeting with state legislators, on the TRF campus at 11:30 am on Jan 23. Faculty and student, representatives will be invited. A light lunch will be served.</p> <p>Sheila also shared that the EGF Chamber annual dinner will be held on January 30 at the Ralph Arena. NCTC has a table for eight reserved. Please RSVP to Sheila if you would like to attend.</p> <p>Sheila shared that the TRF State of the College luncheon has been rescheduled for February 11. The Community Advisory Committee will be meeting after the event at 1:00 pm to review the Academic Master Plan.</p> <p>Bob Gooden provided and update on the roofing project. The contractor, John A. Dalsin &amp; Sons, will begin work after graduation. Bob will be working with the deans once the schedule is finalized to coordinate internal space adjustments.</p> <p>Bob shared that he is currently working with the system office on reprioritizing NCTC's HEAPR list. He shared that with the aerospace project, an aerospace project from the HEAPR list will be taken care of and the EGF roofing roof will move up the list.</p> <p>Bob also shared that Bryan Berger is out for surgery and his team will be covering the additional duties in his absence.</p>
	Fenning	<p>Julie Fenning shared that she is working on converting all D2L courses into the CLMI learning management system to improve access to mandatory training. She also shared that MNOSHA Consult will be on NCTC campuses in Mary or April. She is working to finalize dates and will share once confirmed. Julie will be reviewing previous safety hazard inspection reports and sharing with the college to ensure we do not have repeat violations.</p>
	Jesme	<p>Shannon Jesme shared that the online budget request process for FY16 is different this year. We are utilizing Grouplink. It is a new process for budget requests, but a familiar tool for employees. Using Grouplink will be more efficient for finance to process requests. An email will be sent out once it is ready.</p>
	Meng	<p>Heather Meng shared that she continues to work on the center's name change to Academic Success Center. She is working with Bob and Clinton on permanent signage. She also reported that they have hired a classroom lab assistant, Jennifer Borsvold, and are working on hiring an intermittent classroom lab assistant for EGF, for math and chemistry tutoring. The Academic Success Center has seen high traffic this week, with students registering for accommodations.</p>

		<p>Heather has also transitioned into the role of diversity coordinator. She shared information regarding the Martin Luther King Jr. event on Monday, January 19, 2015.</p>
	Zoller	Cutis Zoller is busy with activities to close out the Imagery Analysis grant. He is looking into utilizing the Roseau site for future projects.
	Castle	<p>Carey Castle provided an update on the Academic Master Plan. He said that the draft is out on the website and available for review and comment. Please check it out and provide feedback. All comments will be reviewed by the work group.</p> <p>Carey also reminded everyone about the Arctic Blast event coming up in February. He shared that the Chamber is still looking for volunteers.</p> <p>Carey shared that University of Minnesota Crookston is interested in working with NCTC in a study abroad opportunity for our students. More details will be shared as they are finalized.</p>
 <p><b><u>On-going Items:</u></b></p> <p>Policy Review: Grant Update SGC Agenda for February Budget</p>		No on-going items.
<b>Adjournment:</b>	4:05 p.m.	
<b>Next Meeting:</b>	<b>Thursday, February 19, 2015 from 2:00 to 5:00 p.m.</b>	