

President's Cabinet Meeting Minutes

Thursday, March 6, 2015, at 1:00 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, Jerry Schulte, Brian Huschle, Carey Castle, Mary Fontes, Kristi Lane, Rocky Ammerman, George Bass, Lars Dyrud, Nicki Carlson, Curtis Zoller, Jodi Stauss-Stassen, and Julie Fenning (Recorder)

Absent: Michelle Bakken, Bob Gooden

Guests:

Topic	Responsible Party	Discussion/Outcome
Call to Order:	Temte	President Temte called the meeting to order at 1:06 PM
Discussion Items:		
1) Budget Development Update	Temte	President Temte shared that the governor has now proposed appropriating \$95 million of the \$142 million request to MnSCU. She shared that more information is needed to finalize the budget. There is a legislative proposal to hold back 5% of the budget, which would be released when performance measures were met. Shannon Jesme will be working to determine how that will affect NCTC's 2016 budget.
2) Leadership Council Update	Temte	President Temte provided an update from the Leadership Council meeting. She announced that an agreement was reached between IFO and MSCF and MnSCU regarding Charting the Future. While language within the agreement is unclear, it is a positive step forward. She shared that the Charting the Future Gallery Walks are scheduled for NCTC for March 25 th , on the TRF campus and March 26 th , on the EGF campus. She talked about the changes this time and encouraged everyone to attend and post their comments. She shared that she will work to announce the event and invite students, employees, and community members to participate.
3) Emails Sent to Students	Fontes	Mary Fontes shared there have been several conversations regarding the number of emails sent to students. Heather Meng shared that an incoming student had over 150 emails in her NCTC account prior to starting at NCTC. These emails were college-related emails. Discussion was held regarding email being the official form of communication. With the current volume of emails, students become overwhelmed and do not read any of their emails. Currently, all employees have access to send all student emails.

		<p>Ideas discussed included: restricting access to all student email groups, identifying the types of information that can be sent, have a central party sending emails to students, and establish an electronic newsletter for information not requiring an all student email. It was shared that all events and announcements can be posted on the web. ACTION ITEM: It was requested that marketing look at a way to improve the web site to allow more events/activities to be shown on the website. It was recommended that communication needs to be sent to employees before limiting the access. ACTION ITEM: Becky Lindseth volunteered to assemble a group to discuss this issue and make recommendations to Cabinet at next month's meeting. Participants include: Becky Lindseth (lead), Heather Meng, Stacey Hron, Mary Fontes, Sheila Bruhn, Chad Sperling, Michelle Bakken. Becky will request faculty representatives from the chapter presidents.</p>
4) Color of Graduation Gowns	Jesme	<p>Shannon Jesme shared that currently different color graduation gowns are used on each campus, blue and black. The students have made a formal request that they both be one color and that the color would be black. This would allow for sharing inventory across the bookstores; as well as allow students to share across the campuses. The Cabinet approved the student's request to change to black gowns college-wide. Approved.</p>
5) Action Learning Projects for Luoma Leadership Academy	Temte	<p>President Temte shared that we have the opportunity to submit an action learning project for the teams participating in the Luoma Leadership Academy. Project needs to be something that will improve a process, reduce costs, and/or increase collaborations across the system. It can be a college-based project, but one that could be replicated throughout the system. Shannon Jesme shared an example of the project with testing centers and the work that is being completed by each campus. Carey Castle recommended that we look at the strategic plan and academic master plan for project ideas that have already been identified. ACTION ITEM: President Temte asked members to review the current list of projects on the Luoma website and submit any ideas to her. They will be reviewed at the April Cabinet meeting. ACTION ITEM: Julie will add to the April agenda.</p>
 <u>On-going Items:</u> Policy Review:	Lindseth	<p>Becky Lindseth shared the revised Loss of Property procedure. She reviewed the revisions which included edits to the form and new information regarding NCTC's lost and found procedure. Discussion followed. ACTION ITEM: Becky will have</p>

Grant Update SGC Agenda for April Budget Bookstore Profit Purchases Committee Reports Roundtable Reporting		MnSCU's general counsel review and bring back to the April Cabinet meeting. No updates.
	Meng	Heather Meng shared that NCTC will be using Accuplacer for assessment testing for another year. Next year they will conduct an RFP process for a new vendor for FY16.
	Fenning	Julie Fenning shared that the new dates for the MNOSHA Consult visits are June 17 th (TRF and Aerospace) and June 18 th (EGF).
	Lindseth	Becky Lindseth provided an update on student housing activities. The RFP for the student housing project in TRF closes the end of March. She is currently working with UND to finalize the housing brochure, hoping to be completed by the end of spring break. She has been busy with the presidential search process. The three candidates were interviewed at the system office on March 5 th . The Board of Trustees will make the appointment on March 18 th , with a formal presentation of the President Elect to the campus community on March 19 th .
	Hron	Stacey Hron shared that IT will be replacing copiers during the end of next week. Copiers being replaced include the black and white copier in the TRF mail/copy room and the color and black and white copiers in the mail/copy room on the EGF campus. This is a new model and training will be available. She also shared that there are a few staff changes in the IT department: Jamie Melander's (TRF) last day last was last Friday, Dave Olsen has relocated from Aerospace campus to the main campus, and Andrew Halvorson's (EGF) last day is next Friday.
	Lane	Kristi shared that the insurance balloon process is ending soon. She will be giving Carey information regarding insurance eligibility for part-time employees in the near future. Kristi also shared that the TRF dean position was posted on Monday, with the director of enrollment position being posted the following week. Next week she will be working with Shannon Jesme and Becky Lindseth on transitioning to her new position.
	Ammerman	Rocky Ammerman shared that his team is gearing up for fall 2016 with registration opening on April 1 st . He also shared the

		<p>final enrollment numbers for this year, being 9% down from last year.</p>
	Schulte	<p>Jerry Schulte reported that they are beginning to import the 2015-2016 FAFSA's. NCTC has received 400 already. He has also reviewed the work-study funds. He shared that we are very tight on funds, and that there will be a shortage from May through June 30th. He reported that the federal work-study allowance will be the same as last year.</p> <p>Jerry was happy to announce that there was a 3.3% decrease in defaults from last year. Next year students will receive later and multiple disbursements of financial aid. There is a meeting next month and more information will be available. He will be working on sending out letters to students to encourage action before they are in default of their loans.</p>
	Castle	<p>Clinton Castle shared that he continues to work on the capital bonding project at Aerospace campus. The security fence has been constructed, with demolition beginning on March 12th. He shared there are three pieces of equipment (paint booth, freezer and overhead door) advertised in the paper, which close for bids on Monday at 4:00pm. Terra Construction has subcontracted with a local company, Jeff Olson Construction, for the hangar demolition. Jeff Olson has shared that the main frame will be reused and the rest will be scrapped.</p> <p>Clinton reported that the athletics office suite remodel is underway. The remodel will add three offices to that office suite. Clinton also provided an update on the weight room/fitness center. He has hired Widseth Smith Nolting to design the area and provide an estimate for the work. He should have this estimate next week. At that time, the college will determine if there are funds available to complete the project.</p>
	Retka	<p>Jim Retka gave an update on the status of the proposed agriculture bills in the legislature right now. Currently the bill with the strongest support is the House File 888. This bill commits \$2.4 million for each of two years to the MN Agriculture Education Leadership Council. These funds are dedicated funds for institutions that have farm business management programs to apply for, and are not managed through MnSCU. While this amount is still short to subsidize all FBM programs, it will go a long way in reducing the programs deficit, with minimal impact to the students in the program. It is known that these funds do not create a permanent solution, but does allow extra time for more work on redesigning the program structure.</p>

		<p>Jim Retka discussed the proposed tuition changes for the Farm Business Management program. Jim explained that the current program structure was not cash flowing and he has presented a proposal with tuition increases over two years to reduce and eventually eliminate the program's budget deficit. The program's deficit has been supported by the general fund. Jim shared that by managing the contracts through the customized training model, tuition increases do not need to be approved by MnSCU. Jim will provide updates as new information is available. Jim shared concerns about the senior tuition rates and how that will affect the FBM program into the future.</p> <p>Jim also provided updates on the Ag Centric and MJSP precision agriculture technician grant projects.</p>
	Jesme	<p>Shannon Jesme announced that they have ordered a new postage machine for the TRF campus, similar to the EGF campus machine. Shannon shared that she is working on budgets as new information becomes available and hopes to provide an update at the next Cabinet meeting.</p>
	Michalke	<p>Kirsten Michalke shared that the COI is participating in the 3rd Annual Community Expo on April 23 in Thief River Falls. She is also seeking input in the upcoming publication with Community Education. She has been busy in the department with the reduction in staff. She requested assistance for the upcoming robotics campus. These are two-day camps for youth interested in robotics. ACTION ITEM: Kirsten will send the dates (June) to the Cabinet. Anne encouraged departments to try and release staff for this purpose.</p>
	Dyrud	<p>Lars Dyrud reported on the scholarship ceremony held on the EGF campus. Over \$30,000 was awarded to 50 students on the EGF campus, being the highest amount to date. This includes the Grand Forks Builders Association scholarship for \$1000 awarded to a student in the construction electricity program. He shared that fall scholarship applications are now available. They have restructured the scholarship program, focusing on early scholarships for recruiting incentives. ACTION ITEM: Lars will call a meeting with Jerry Schulte, Mary Fontes, and Shannon Jesme to start the discussion.</p> <p>He also shared about the recent community activities with athletics at the alumni tournament. He is looking at doing more formal activities into the future.</p> <p>Lars also shared that he has potential donor for the weight room/fitness center remodel. ACTION ITEM: Clinton will give Lars more information about the project.</p>

		<p>Lars shared that he has received several inquiries on starting an endowment. He recently received a check for an endowment for \$10,000. The Foundation Board is looking at recommendations generated for the capital campaign. Lars is also working on a database of donors for the incoming president to get them involved right from the start. Lars stated that he is looking forward to planning foundation events and working with the new board.</p>
	Bass	<p>George Bass has been working on end-of-quarter grant reporting for the radio station grants and the federal DOL grants. He also has finishing up the leveraged equipment purchases. His next project includes an RFP for the robot for the electronics program.</p>
	Jesme	<p>Shannon Jesme shared that she received a notice from the system office regarding a Canadian tax form. She shared that this form is an actual tax form and that NCTC employees are not authorized to sign it on behalf of the system. The students are requesting this signature, as they need to provide proof of their college expenses for tax purposes. It has been determined by the system office that NCTC can provide a notarized letter with this information. This form is available on Employee Central. Jerry Schulte and Mary Fontes are notary publics.</p>
	Bruhn	<p>Sheila Bruhn shared she is working on the service awards. She will be sending out a list in the near future and will work on ordering the awards. She also shared that the Foundation Board will be attending their retreat next Friday.</p> <p>Sheila presented an option for virtual tours. The marketing team is looking at YouVisit as an option for NCTC. Sheila provided handouts for review. Questions or feedback can be sent Sheila or Chad Sperling. She shared that they would like to bring this level of tours to NCTC. This specific company, comes to campus and creates the tour. We can use our students or they can provide an actor. If the college decides to go with this option, an RFP would need to be created.</p> <p>Richard Speas joined at 2:30pm</p>
	Ohrn	<p>Karl Ohrn shared that he has been busy with end of the semester activities, policy reviews for the 2000 and 3000 series. He has been working with the program assessment review committee on reviews. Karl is working with the trades faculty on program reviews as well as submitting their common course outlines to AASC for approval. He is working on the Perkins grant application due May 15th. He will be soliciting information from deans and Carey Castle to put the grant application together.</p>

	Fontes	<p>Mary Fontes attended a Student Affairs Diversity conference. Poverty was the popular topic. She is working to offer the presentation during the support staff in-service in the fall. Presenters are Kate Schmalenberg, Kelsy Blowers, Jason Pangiarella, and Kerry Jaeger. Kristi Lane will work them into the in-service program.</p> <p>Mary shared she is currently working on the director of enrollment and admissions position description, as well as the college registrar position. She shared she is working through adjusting position responsibilities with these upcoming staffing changes.</p> <p>She also reminded everyone that if you have volunteers, there is a form for them to sign. Please make sure to connect with HR to ensure that they take the required training as well.</p>
	Stassen	<p>Jodi Stassen shared an update on the cardiovascular technology program. NCTC will not be offering a new first year cohort. NCTC will offer the second year courses to allow the first year students to complete their degree. Research is being done with area healthcare business and industry to discuss the future direction of the program. With the newer, less-invasive procedures being performed, there is a need to update the curriculum and restructure the program. Letters have been sent to students informing them of this decision.</p> <p>Jodi also shared that she is currently interviewing candidates for the fall 2016 dietetic tech program.</p>
	Speas	<p>Richard Speas shared that housing continues to be an issue when recruiting athletes. He shared that Travis Martin, head football coach, currently has around 42 letters of intent, with verbal commitments, at 60 potential football players. He shared that approximately 50% of the team is made up of regional students. He has met with Fox Tail apartments and is working to secure housing options for students. Richard will share information with Fox Tail regarding the RFP for students housing.</p> <p>Richard shared that NCTC's wrestling team and women's basketball team did very well this year, and that they are working on creating new events and activities to get the community interested. He also shared that the baseball team was currently traveling to Texas for spring training.</p>
Adjournment:	3:06 p.m.	
Next Meeting:	Thursday, April 16, 2015 from 2:00 to 5:00 p.m.	