

President's Cabinet Meeting Minutes

Thursday, May 21, 2015, at 2:00 PM

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

Members Present: Stacey Hron, Shannon Jesme, Sheila Bruhn, Anne Temte, Kirsten Michalke, Jim Retka, Brian Huschle, Carey Castle, Mary Fontes, Kristi Lane, Rocky Ammerman, Michelle Bakken, George Bass, Lars Dyrud, Curtis Zoller, Jodi Stauss-Stassen, Richard Speas, and Julie Fenning (Recorder)


Absent: Bob Gooden, Clinton Castle, Becky Lindseth, Karl Ohrn, Jerry Schulte, Nicki Carlson

Guests:

Topic	Responsible Party	Discussion/Outcome
Call to Order:	Temte	President Temte called the meeting to order at 2:03 PM
Discussion Items:		
1) Budget Development Update	Temte	<p>President Temte provided an update on budget outcomes from the legislative session. MnSCU received \$100 million of the \$142 million request. Tuition will be frozen for FY16 and then decreased by 1% for FY17. Shannon Jesme shared she is working on the operating budget to submit to the system office tomorrow. Shannon is still running the numbers for FY17. Updates will be provided at future meetings.</p> <p>President Temte shared that \$2.0 million was funded for the biennium for farm business management education. NCTC will apply for these funds and, if awarded, will use them to help buy down the tuition for this program through the customized training contract process.</p>
2) Tuition and Fees	Jesme	<p>Shannon Jesme shared a handout and asked the Cabinet to review the proposed differential tuition and fee updates to be submitted to the Board of Trustees for approval. Updates will be provided once finalized.</p> <p>Shannon also shared service charge additions as well as information regarding the tuition waivers for the Precision Agriculture Equipment Technician program. This tuition waiver includes required general education courses as well as specific program courses.</p>

3) Leadership Council Update	Temte	President Temte shared that there is still strong discussion regarding the process for implementing charting the future initiatives. The System Office is establishing a coordinating committee and will be communicating with colleges in the near future regarding system-wide initiatives. She asked the cabinet to think about who should lead this effort for NCTC.
4) Emails Sent to Students	Hron	Stacey Hron provided a brief update on the project to reduce the number of “All Student” emails. They are looking into making some changes to Student Central, the Event page, and they changed the student email address to First.Last@student.northlandcollege.edu
5) Action Learning Projects for Luoma Leadership Academy	Temte	The deadline for this topic has passed.
6) Hours of Operation	Lindseth	This item has been tabled until Becky Lindseth and Bob Gooden are present.
7) Facility Use/Summer Schedule	Fontes/Speas	Mary Fontes shared some concerns regarding facility use procedures for outside organizations. More guidance was needed regarding use of facilities during nonbusiness hours. Discussion was held regarding charges to these organizations as well as to internal departments for the cost to operate HVAC systems and to have facilities staff on-site. It was suggested that a task group be formed to create a standardized process. Becky Lindseth agreed to facilitate the group. Members included: Richard Speas, Jason Pangiarella, Mary Fontes, Bob Gooden, Clinton Castle, Curtis Zoller, Kirsten Michalke, and Stacey Hron. President Temte agreed to utilize funds from the contingency cost center to cover the cost for the basketball camps being held on Sundays over the summer.
8) Procurement Card Termination Process for Separating Employees	Bakken	Michelle Bakken shared that the currently the process is to cancel the card upon final day of employment for a separating employee. The recommendation was to cancel card upon notice of separation. Discussion was held and it was determined this would be decided by the supervisor on a case by case basis.

9) Roundtable Reporting	Hron	<p>Stacey Hron shared that the ITV equipment on each campus is outdated and is being replaced. She shared that faculty have complained about noise from the air handling unit in classroom 627 on the Thief River Falls campus. Stacey shared that other classrooms were looked at to accommodate this equipment.</p> <p>ACTION ITEM: Discussion was held and it was recommended that Carey Castle facilitate a meeting with Brian Huschle, Stacey Hron, and Clinton Castle to determine the best location for this new ITV equipment.</p> <p>Stacey also shared that the 800 number (800-451-3441) will be discontinued and the single 800 number for the college will be 1-800-959-NCTC.</p>
	Ammerman	<p>Rocky Ammerman shared that he is working on having the old NCTC catalogs scanned into ImageNow. Currently, only one hard copy exists of each catalog, which is required to be retained permanently.</p>
	Bakken	<p>Michelle Bakken shared concerns regarding the documentation of the procedure to create a new program in ISRS with Rocky Ammerman's retirement. It was suggested that a group work together on the new PAET program and document the process.</p> <p>ACTION ITEM: It was agreed that Rocky Ammerman would facilitate a group which includes: Lori Johnson, Michelle Bakken, Karleen Delorme to develop a standard operating procedure.</p>
	Michalke	<p>Kirsten Michalke shared that the COI has been busy with open enrollment courses and summer camps. She shared that this year they have waiting lists for the campus and several courses. They have also been busy conducting assessments for potential Digi-Key scholarship applicants.</p> <p>Kirsten asked about the status of the parking lot repairs on the EGF campus, as she is working to schedule motorcycle safety training classes yet this year. She also asked about possible alternative locations. Bob Gooden was not in attendance to answer these questions.</p>
	Fenning	<p>Julie Fenning reminded everyone that MNOSHA Consult will be conducting workplace inspections coming up June 16 and 17th.</p>

	Bass	George Bass shared that they are remodeling in the bookstore in EGF to improve efficiencies and service to students.
	Fontes	Mary Fontes shared that she is in the process of interviews for the registrar and director of enrollment positions.
	Lane	Kristi Lane shared that Human Resources is busy with the fiscal year end. Several vacancies are in process including the TRF Dean, ITS 1, director of enrollment, PAET faculty position, registrar, and enrollment specialist.
	Jesme	Shannon Jesme shared that the Trends and Highlights presentation is complete and will be submitted. Shannon shared that she will be on medical leave beginning May 27 th for two weeks. Becky will review Shannon's emails until she returns.
 <u>On-going Items:</u> Policy Review Grant Update SGC Agenda for June Budget Bookstore Profit Purchases Committee Reports	Fontes Bruhn	Mary Fontes requested a final policy review and approval for the policies identified. Approved. Sheila Bruhn shared a grant proposal for the autobody program for \$50,000. The grant funds can be used for tools, equipment, and supplies. The Cabinet approved submitting this application. Shannon Jesme gave a reminder for the MJSP grant papers to be submitted to her by June 1 st .
Adjournment:	4:06 p.m.	
Next Meeting:	Thursday, June 18, 2015 from <u>2:00 to 5:00 p.m.</u>	