

**Cabinet Meeting Notes**  
**November 20, 2006**  
**EGF Campus, Room 106**  
**11 a.m. – 1 p.m.**

Present: Anne Temte, Kent Hanson, Becky Holthusen, Shari Olson, Bonnie Stewart, Cindy Cedergren.

Topics discussed included:

Campus Management Team (CMT)– recommendations received from the CMT subcommittee assigned to develop guidelines for the CMT were reviewed and discussed at length. The recommendations will be discussed further at the Nov. 30 Pres. Admin. Council meeting. In future PAC meetings, co-chairs of the CMT will be asked to identify types of issues discussed at the CMT meetings and report on any obstacles they encounter in the decision making process. The Cabinet will meet with the Co-Chairs to define their roles. It was noted that some topics discussed at the CMT level may overlap the role of the Facilities Committees. The Cabinet discussed whether Student Life Coordinators should be added to the CMT membership. That question will be discussed at the PAC meeting also.

All Employee Meetings – Discussion was held on who should be conducting the All Employee meetings on each campus. It was determined that the President will convene the meetings, but the Co-Chairs of the CMT will be expected to attend to discuss campus issues. The President will report on college-wide issues. In addition to a planned agenda, attendees will be encouraged to submit anonymous questions in writing, to be addressed at the meetings. There will be standing agenda items, such as updates on facilities, technology, COI/Advancement, etc.

Thefts on Campus: Discussion was held on the responsibility of investigating and reporting thefts on campus. Becky Holthusen has typically been the contact person on the TRF Campus. No formal process is in place for the EGF Campus. Questions were discussed regarding the role/responsibility of the college to follow-up on thefts of college or personal property, and whether there should be a college office in charge of keeping records of thefts. Currently the TRF Campus has a good working relationship with the TRF police dept. in handling thefts. Theft on the EGF Campus have been less frequent than in TRF. This topic will be discussed at the Nov. 30<sup>th</sup> PAC meeting.

Laptop Task Force: Shari Olson shared a request from a faculty and staff member to create a college-wide taskforce to review the practices and policies related to student laptop purchase requirements and make recommendations for future direction. The Cabinet will bring this topic to the PAC for discussion, and to determine who should be involved in the taskforce.

PAC Retreat Follow-up: Administrators were reminded to submit their updates to the PAC retreat document with 06-07 expectations for their areas.

Budget: Discussion was held on establishing a budget for the Administrative Services Division. Shari Olson requested a budget for funding new initiatives, professional technical contracts needed for Master Facilities Planning purposes, etc. President Temte and Shari Olson will meet to develop a proposed budget plan and share it with the Cabinet for feedback before allocations are made.

Entrepreneurial Center – Bonnie Stewart provided an update on progress. She is working with Ron Dvergsten and Dennis Sevigny on this project.

Space Utilization – Concerns were briefly discussed regarding the meeting with Sally Grans on Nov. 9, in relation to space utilization college-wide.

Next meeting: Thursday, December 7 at EGF, 9 a.m.

- one item on agenda will be to review the preliminary list of 2007-08 budget requests. (deadline to submit is Dec. 22).

Cindy Cedergren, Recorder