



**President's Cabinet Meeting Minutes**  
**July 29, 2010; EGF Campus, Room 115**  
**9 a.m. – 1:30 p.m.**

**Attendees:** Clinton Castle, Cindy Cedergren, Steve Crittenden, Ron Dvergsten, Scott Fletcher, Mary Fontes, Bob Gooden, Kent Hanson, Stacey Hron, Shannon Jesme, Dan Klug, Norma Konschak, Becky Lindseth, Jim Retka, Anne Temte

**Absent:**

**Guests:** Jason Trainer, Gene Klinke, Dean Dalen, Gerry Schulte, Chad Sperling

Topic	Responsible Party	Discussion/Outcome
Additions to Agenda		2010 Marketing Campaign presentation; Faculty In-Service Agenda; Mission Approval; MnSCU Strategic Plan
Grants Update	Lindseth Fletcher	Becky reported that a FIPSE 3-year grant application for \$750,000 had been submitted last week. Scott reported that NCTC's proposal for a \$2 million Department of Defense appropriation has been included in the bill that just passed through the US House of representatives. The Bill still needs Senate approval. Funds will be largely used for purchasing equipment for the UAS program. Congratulations on both of these accomplishments!
Office of Civil Rights (OCR) Review	Dalen	Dean Dalen reported that the next OCR Review conducted by the Office of the Chancellor is scheduled for March 21-24, 2011. This review is conducted every five years, but the last review was done only for the TRF Campus. Areas covered by Civil Rights Act, ADA, Title IX, and Title VI are examined during a 4-day on-site visit by a team established by the Office of the Chancellor. Preparation for the review will be primarily data collection, gathering of publications, reviewing areas on the website for compliance, facilities assessment, etc. Dean Dalen will serve as the on-site coordinator for the visit and will be seeking assistance from various employees to prepare for the review.
Work Study Update; Direct Lending	Schulte	Gerry Schulte reported that availability of work study funds has been reduced by \$31,330 from FY10 to FY11. These funds should be sufficient to fulfill the work study needs, since hourly rates were reduced for FY11. Priorities to fill positions remain to be Receptionist, Security, Maintenance, and Library. There are still 14 positions yet to be filled. Gerry reported that the direct lending process for summer session went very well, with an average 2-day turnaround. He stated that the availability of new year-round PELL grants is a good new marketing tool to attract students (approx. \$5,500 for eligible students).
Student Services	Temte	President Temte asked the group whether there should be more opportunities for

		<p>Student Services to share information with the Cabinet. Topics discussed were course substitutions, scheduling, Early Alert Process. Academics and Student Services Divisions will meet periodically to identify pain points and resolve them. It was recommended that Academics/Student Services meet with UND officials annually to discuss any concerns/hurdles. President Temte recommended that supervisors schedule time at the opposite campus to effectively communicate with all the employees whom they supervise.</p> <p>Dean Dalen noted that more faculty involvement is needed in discussions, for example, in the Developmental Education and Retention Committees. Discussion was held regarding developmental education for technical programs. Administrators will encourage more dialogue in AASC and SGC regarding these and other important college-wide topics.</p> <p>A new automated message system to students alerting them for non-payment (Orange Point) is being considered to remind students to pay before they are dropped.</p>
High School/College Relations	Temte	<p>President Temte asked if there is a way to coordinate our efforts in working with area high schools, since various employees have involvement with them on various projects. A suggestion was made to form a college/high school team to discuss topics together periodically. Gene reported we have great relationships with the Minnesota High School Counselors' Association; he will share a master calendar for all recruiting activities. President Temte talked about an opportunity with the Boy Scouts to create Explorer Posts that could involve male and female students in the 15-19 age range to participate in career exploration.</p> <p>It was suggested that the President's Office sponsor a luncheon for principals, superintendents and counselors, in conjunction with the September 22 College Fair at TRF. Those wanting to be included in the luncheon were Jason, Dan, Jim, and Kent. Another event Gene mentioned was a day-long meeting for Supts/Principals scheduled in Brooks sometime in the fall.</p> <p>Enrollment Report: Mary Fontes reported enrollment is up by 41 FYE compared to last year at this time. Fall semester headcount is up by 80. Total year to date – up by 14 FYE over last year.</p>
2010 Marketing Campaign	Trainer, Sperling	Jason Trainer discussed the branding process in the new marketing efforts. He showed

		samples of print and TV ads currently being developed. They will use two different strategies to attract traditional and non-traditional students. TV marketing will be the primary vehicle, with social media resources secondary. "Be Something" has been chosen as a new tagline. Jason noted that Chad Sperling's title has been changed to Director of Creative Services, and Paulo Perez serves as the programmer for functionality of the website.
MnSCU guidelines on Textbooks	Konschak	Norma shared correspondence from MnSCU regarding the requirement to make book information available to students. Becky reported this has been completed and is found on a link on the college website.
Faculty In-Service	Konschak	Norma shared a draft agenda and slight changes were made.
Support Staff In-Service	Lindseth	Becky reported that Oct. 21 had been proposed, but a decision was made to change it to Fri, Sept. 17; possibly at the Ralph Engelstad Arena in TRF. Becky will check into availability and costs. Many of the topics covered at the faculty in-service will be included in the agenda. (Becky later sent an announcement that the REA was not available, and the in-service will be held at the TRF Campus instead).
Commuter Bus	Temte	President Temte shared correspondence from Tri-Valley Opportunity Council requesting a commitment for 2011 for subsidizing the commuter bus service. Discussion was held and it was determined that a meeting with Michael Frisch & Cindy Pic should be scheduled as soon as possible, with Dan, Scott F., Steve, Mary and Shannon included, to clarify plans, expectations, resources, etc.
Committee Action Plans	Temte	<p>President Temte stated that the Cabinet needs to review/discuss and endorse the committee action plans developed last year. Members should be prepared to do that at the Aug. 12 meeting.</p> <p>Discussion was held on the role and function of the Finance Committee. It was noted that the committee will not make recommendations on budget reductions, and therefore dissolution of the committee was discussed. The decision will be discussed with SGC.</p>
Presidential Work Plan	Temte	President Temte stated she was pleased with the responses received from whom she had requested information, and also very pleased with all the accomplishments that we could report to the Chancellor. The draft work plan was distributed to the Cabinet via email, and will be finalized in October.
Institution Profile	Temte	The FY2010 Institution Profile was reviewed and discussed. This data is also discussed during the annual president's evaluation with the Chancellor.
Community Contacts-Reporting	Temte	President Temte urged Cabinet involvement in community organizations and activities, and stated she wants periodic reports to the Cabinet regarding such

		involvement.
Mission Statement Approval	Temte	President Temte shared correspondence from the OOC regarding re-approval of the college mission statement. It was recently discovered that the current mission statement had not received formal Board approval when it was revised in 2004. President Temte will contact the OOC for further direction on getting the current statement approved.
EGF Soccer Field	Crittenden	Steve Crittenden shared an informal inquiry on whether or not the college would allow EGF Park and Rec & EGF School District to rent the soccer field when not in use by the college. Kent noted that the fields are not ready to rent out; Dan stated there could be costs involved, but it would also be good public relations. It was determined that until there is a formal request, the college would not consider the idea of renting the field.
Personnel update	Lindseth	Becky reported on the following new personnel assignments: F-T Temp Automotive Faculty – EGF – Scott Riplinger Advisor/Admissions Rep – EGF – Jennifer Peterson Director of Alumni Relations and Annual Giving – TRF - Dustin Buse EGF Bookstore – Allison Scott Director of Aviation Main. - Biggie Haraldsson Other positions still open: TRF Student Services OAS, TRF General Repair Worker, (3) Temporary ITS, KSRQ Station Manager, Temporary College Lab Assistants.
Foundation Update	Klug, Hanson	Kent, Gene and Dan reported that the Foundation has committed \$15,000 in seed money toward recruiting scholarships; they are also recruiting more Board members.
Roseau Fair	Dvergsten	Ron reported that the college had a booth at the Roseau Fair recently and reported good traffic/exposure/interest. It was suggested that Nicole Hagen be asked to meet with the Cabinet sometime to share information about the Roseau site.
Meeting adjourned at 1:20 p.m.		
Next meeting		Thursday, August 12, 2010; EGF Campus, Room 115; 9 a.m. – 12 noon