



President's Cabinet Meeting Minutes
August 12, 2010; 9 a.m. – 12 Noon
EGF Campus, Room 115

Attendees: Clinton Castle, Cindy Cedergren, Steve Crittenden, Ron Dvergsten, Scott Fletcher, Mary Fontes, Bob Gooden, Kent Hanson, Shannon Jesme, Dan Klug, Norma Konschak, Becky Lindseth, Jim Retka, Anne Temte, Gene Klinke, Jason Trainer, Gerry Schulte, Scott Godfrey

Absent: Stacey Hron, Rocky Ammerman, Kent Hanson, Dean Dalen

Guests:

Topic	Responsible Party	Discussion/Outcome
Cabinet Discussions/Decisions	Temte	President Temte emphasized the importance of Cabinet members participating in discussions during Cabinet meetings and owning the decisions made by the Cabinet as a whole. Everyone needs to stand behind the decisions and the administrators and supervisors responsible for carrying out the decisions. She stated she doesn't want to entertain "end runs" to seek a solution to a problem that should be brought to the appropriate administrator or supervisor.
Marketing Update	Trainer	<p>Jason Trainer stated that a high number of requests are being sent to Creative Services for poster design and printing, website updates, event photos, press releases, internal communications, videos and general marketing requests. He asked the Cabinet to discuss the priorities and philosophies of how (or in some cases, if) these requests should be fulfilled. Jason believes that the three primary priorities fall into these categories: 1) College-wide external image; 2) Marketing and Enrollment Team efforts; and 3) Social Media.</p> <p>Various Cabinet members stated that important updates on web pages, particularly to those related to policy, procedure, and processes for prospective and current students, were a priority.</p> <p>Suggestions on ways to reduce the workload of Creative Services, which has increased due to the reduction of one full-time position, were discussed. It was suggested that some of the OAS positions could be trained to design and print posters and brochures, and draft press releases, with the use of templates designed by Creative Services. When higher quality brochures or posters for an external audience are needed, and time does not allow the Creative Services staff to fulfill the need, Jason would defer</p>

		<p>those projects to a designer on contract and costs would be billed back to the dept. requesting the promotional piece.</p> <p>An internal social media site was suggested for internal communications, taking the place of the Pioneer News publication.</p> <p>The Cabinet endorsed the following priorities for the Marketing and Creative Services Division, and they will make every effort to utilize their existing staff to assist with promotional pieces when or if Creative Services cannot fit them into their workload. It was suggested that Jason could work with Julie Fenning on scheduling training for employees who may be assigned to these tasks.</p> <p>1) College-wide external image – includes newspaper, radio, TV & web advertising 2) Improve Enrollment Management processes- includes website updates, those that are primarily used by prospective and current students; 3) Social Media outlets</p> <p>Work continues on the development of the program that will allow trained staff to update select web pages for their division, and when that is fully implemented, should lighten the workload for Creative Services.</p> <p>It was suggested that the marketing priorities be communicated formally by President Temte, as well as by Jason Trainer in various ways, such as All Employee Meetings and other divisional staff meetings. Jason will attempt to compile an informational sheet for the faculty in-service which will outline the priorities and what types of things will fall into those priorities.</p>
Committee Action Plans	Temte	<p>President Temte asked the Cabinet for responses to the Committee Action Plans. The Cabinet endorsed all the Action Plans submitted by the Management Leads of each committee.</p> <p>Discussion was held on gaining more faculty involvement in committees. President Temte stated this topic would be discussed at Shared Governance Council. She suggested that Scott Godfrey attend one meeting of each committee to discuss their Action Plans and any improvements needed in their plans.</p>

		The Cabinet supported the recommendation to discuss the role of the Finance Committee and possible dissolution of the committee with the Shared Governance Council.
Delegation of Authority	Lindseth	Becky Lindseth reported that President Temte will officially delegate authority of Safety and Security Training to Julie Fenning. President Temte will communicate the decision with the Shared Governance Council and in writing to all employees. Julie will provide periodic lists of non-completers to administrators and send periodic reminders to employees to complete required courses. Any disciplinary actions related to violations of college policies or procedures for safety and security matters will still be addressed by supervisors.
Student Marketplace	Fontes	Mary Fontes informed the Cabinet of a proposed site for students to advertise personal items, post inquiries, etc. The decision to move forward with this project was placed on hold, until answers to questions are addressed, such as: Is it appropriate use of state resources; what impact will this have on Creative Services/Marketing staff; who will monitor its use, and how often? Stacey Hron may have additional information or recommendations available at the next meeting.
Internal Mentors for Managers/Deans	Dvergsten	Ron Dvergsten inquired as to whether current supervisors would consider serving as mentors to new managers and deans in an informal manner. It was suggested that perhaps peers who served on the search committee in which the new dean or manager was hired could serve as an informal mentor. Ron agreed to serve as a mentor to the new Dean of Nursing. Others were encouraged to follow suit whenever appropriate.
16A Letter Process	Dvergsten	Ron Dvergsten recommended that employees receive training on the key points surrounding the 16A process. It was recommended that Shannon Jesme review the process at the faculty and staff in-services this fall, and maybe also at the Sept. All-Employee meetings.
Accommodations for Students	Crittenden	Steve Crittenden reminded members there is a formal process for students to follow to request and receive accommodations for a disability. He reminded members not to make promises to students, in terms of providing an accommodation, that may not have been approved by the Disability Coordinators, Dean Dalen or Ellen Brehmer. He suggested that if a student calls or comes to another employee's office for disability accommodations, the student should be referred or brought to either Dean or Ellen for assistance whenever appropriate.

New Administrator Orientation Training	Lindseth	Becky Lindseth reported that new administrator training by the Office of the Chancellor has been scheduled all day on Oct. 7 and the morning of Oct. 8. The new Dean of Nursing and Director of Aviation Maintenance will need to attend this training. She stated that Labor Relations has scheduled bargaining unit contract training for the aft. of Oct. 8, but they are also willing to conduct specific contract training on-site if a college requests such training. Members were asked to let Becky know if there is a desire to have on-site contract training.
Personnel Update	Lindseth	Becky Lindseth stated the recommended candidate for the Dean of Nursing position declined the offer, resulting in a failed search. An alternative plan is being discussed.
Update on New Media Program	Temte, Kenschak	President Temte and Norma Kenschak reported that Mark Johnson has accepted the Radio Station Manager (MAPE) position, and resigned from the faculty position. During fall semester, he will also be a part-time temporary faculty member. Discussion was held on various ways to fill the need in New Media after fall semester. There are 14 students enrolled (maximum capacity is 16). Suggestions were made, such as hiring a Program Director, and identifying various adjunct faculty to teach specialized areas. Jim Retka will assist Norma in identifying potential faculty.
2010-11 Committee Chart	Cedergren, Temte	Cindy Cedergren distributed the committee master chart with proposed changes and questions for various members. Some changes were made at the meeting, others should be sent to Cindy as soon as possible. President Temte noted that the college's Division Work Plans need to reflect MnSCU's Action Plans. She received information from the Office of the Chancellor regarding SMART Transfer and will forward it to all Cabinet members.
Business Fairs	Klug	Dan Klug reported that the Foundation is sponsoring Business Fairs on both campuses on Sept. 1 st , to bring in local and regional businesses who are interested in promoting/introducing their businesses to students, for part-time employment, as customers, etc.
OSHA Safety Grant	Lindseth	Becky Lindseth reported that, thanks to Julie Fenning and Scott Godfrey, the college was awarded a \$7,500 OSHA grant to purchase a new front end alignment hoist for the TRF Automotive Dept. The existing equipment was declared a safety hazard.
Other Announcements		-Ron Dvergsten announced the publication of Betsy Jensen's article in the New York Times and how that came about. -President Temte asked members to read the recent article in the TRF Times about UAS and Collin Peterson's views and comments.

		<p>-Members were reminded and encouraged to attend the informational session on UAS on Wed, Aug. 18 at 4:30 p.m. at the airport campus.</p> <p>-Scott Fletcher reported on a possible corporate jet donation (with glass cockpit), a \$450,000 value.</p> <p>-Dan Klug thanked members for their support in the recent Foundation Golf Tournament in EGF – a good time was had by all and they are expecting to net approximately \$15-17,000 after expenses.</p>
Enrollment Update	Fontes	Mary Fontes reported the following: As of today, fall headcount was up by 44 over last year on this date; FYE was up by 19; Total for year: Down in headcount; up in FYE.
Damaged College Equipment	Lindseth	A brief discussion was held on the concept of whether the college should implement a fee process for repair and/or replacement of damaged computers in employees' possession. Information from IT is needed before any further discussion is held on this topic.
Adjourned at 12:10 p.m.		
Next meeting		Thursday, August 26, 2010; TRF Campus, Room 735; 9 a.m. – 12 noon