



President's Cabinet Meeting Minutes
August 26, 2010; 9 a.m.-12 p.m.
TRF Campus, Room 735

Attendees: Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergsten, Mary Fontes, Bob Gooden, Kent Hanson, Stacey Hron, Shannon Jesme, Gene Klinke, Dan Klug, Norma Konschak, Becky Lindseth, Gerry Schulte, Anne Temte, Jason Trainer

Absent: Scott Fletcher, Scott Godfrey, Jim Retka

Guests:

Topic	Responsible Party	Discussion/Outcome
President's Update	Temte	President Temte reported that Welcome Wednesday events on each campus had been well attended. She cited a newspaper article about MSCTC's enrollment, and their new campaign for E-College. She stated our class fill rates are looking good compared to past years; distance ed. fill rates are also high. She noted that another college has a "rumor site" on their website to post and respond to rumors on campus and she inquired whether it would be beneficial for our college.
On-Line Marketplace, On-Line Advertising	Trainer	<p>Jason explained the on-line Marketplace site for students to post ads or information. It is soon ready to be launched. Steve Crittenden recommended that student input should be sought through the Student Senate before launching the site. Discussion was held on code of ethics issues related to employees using such a site to post ads. This would only be ethical if the general public also had access to post ads on the site. At this time, it is being developed for student postings only. An on -line "bulletin board" option is being developed where employees could post only college related news, as a replacement for the weekly Pioneer News. The Cabinet endorsed the on-line marketplace for students and the bulletin board initiatives. Jason will keep the Cabinet informed of the status of both the marketplace and bulletin board sites, and report any issues of which administration should be made aware.</p> <p>On-Line Advertising: Jason reported on an on-line advertising service he is working on. He stated that the service provides an option whereby phone calls (to a unique number accessed only by clicking onto a link) could be recorded to analyze how a prospective student is served by college employees on their first contact. The pros and cons of this feature were discussed at length. We would need clearance from General Counsel to record employee conversations. It would maybe involve about 1% of all</p>

		<p>incoming calls. The service can be turned on and off at the college's discretion. President Temte asked if the Cabinet supported this feature. She asked supervisors to seek input from their employees and discuss whether it would be beneficial in identifying common student issues and making improvements in the initial contact with a student. Cabinet was asked to provide their feedback at the next meeting. If the Cabinet supports it, General Counsel will be consulted before any further action or decision.</p>
Tuition and Late Fees Billing	Dvergsten	<p>Ron expressed concern that the Management students do not receive any paper statements before a late fee notice is sent to them. The first statements are emailed only, but not all students have internet access. The Tuition and Fees Policy and the Accounts Receivable Policy have different timelines. A task force will work on resolving this issue and the policies will be reviewed and revised as needed. Ron, Shannon, Michelle Bakken, Gerry, Rocky, Mary, Gene, Becky and Steve will meet to discuss; Becky will coordinate the meeting date.</p>
Action Planning for FY11	Temte	<p>President Temte asked administrators, particularly Kent and Becky, to look over their Division Work Plans and bring them up to date so they can be posted in Virtual Office by Scott Godfrey. She suggested 4-6 weeks as a timeline to complete this task.</p>
Division Staff Mtgs. With Pres.	Temte	<p>President Temte stated she was very pleased with the open and informative conversations held with support staff in the Division meetings held this summer. She summarized the themes of the conversations. She stated that employees view themselves as dedicated and they care about the areas of the college in which they work. They realize that with budget cuts, more is expected of them – workload is heavier, and students are generally needier. She stated that some employees believe administration doesn't want them to enjoy themselves on the job by discouraging socializing among employees. She stated that her response to those comments was that, especially with the state's budget situation, state employees are under even higher public scrutiny and may face criticism if they appear to be spending paid work time on social events.</p> <p>She stated that cross training of employees within divisions has been helpful. The employees like to solve problems within their areas. Some employees don't feel there is much opportunity for advancement within the college. She encouraged supervisors to take time to listen to their staff and provide encouragement and help when needed. Employees appreciate being trusted by their supervisors, and their work valued.</p>

		Cabinet members were encouraged to communicate decisions made by the Cabinet to their staff whenever appropriate, and to also “own” the decisions made by the Cabinet.
Shared Gov. Council Agenda	Temte	President Temte reviewed a draft list of agenda items for the Sept. 9 th meeting. Those who need to address various topics were identified. In a discussion about the idea of an open forum for the public, Dan Klug suggested that the TRF Chamber be contacted to discuss sponsoring an event with NCTC to inform the public of the “State of the College”, similar to what UND does with the GF Chamber. Anne will contact Ben at the Chamber.
UND Wellness Center; Student Senate; Commuter Bus Info	Crittenden	<p>Steve reported that UND participated in Welcome Wed. at EGF, and generated high interest in student participation in Wellness Center use. Nic Thompson is working on a marketing piece.</p> <p>Steve reported that Derek Murph (EGF) and Houston Kirkeide (TRF) are Student Senate Presidents this year. They are interested in developing some college-wide activities/projects.</p> <p>Steve reported that the commuter bus service is going well; schedules are being tweaked after this first week to better serve students’ needs. The majority of students using the bus at this time are traveling from EGF to TRF. Parking issues (for those taking the bus) may need to be addressed at the EGF Campus.</p>
1.B.1. Decision Maker – Investigator Training	Lindseth	Becky reported on dates for this training by the Office of the Chancellor. Some administrators may need a refresher course in one or both sessions. Dan Klug was asked to consider taking one or both sessions, since we currently have one less administrator who can fill this role on the EGF Campus.
Enrollment Update	Fontes	Mary reported that, comparing day to day, enrollment is down when compared to last year. It was noted that many of the Management students were not yet registered, so there should be no need to be concerned about enrollment overall, as it appears to be stable at this time. Tenth day enrollment gives the most accurate picture.
MMC & AFSCME Councils	Temte	President Temte stated that invitations to support staff to join either the AFSCME or MMC Councils were being sent today, and she encouraged supervisors to encourage their staff who may express interest in participating in a council. She stated that Cabinet members who are MMA employees are also included in the MMC invitation, but would like to have others who are not on the Cabinet participate in the Council.

Roundtable Topics	All Members	<p>Rocky - their division is very busy – 130 students were dropped for non-payment on Friday. Many of those have re-enrolled by now.</p> <p>Dean - year is off to a smooth start in the Learning Center. Through stimulus funding, we have hired two ESL tutors at the EGF Campus.</p> <p>Gene - discussions are being held with MnSCU admissions directors about setting system-wide application deadlines. Some colleges have an Aug. 13 deadline to apply. Later start dates for some low enrollment technical programs is something that technical faculty may be interested in trying, to attract students who may have farming obligations in early fall. President Temte mentioned hosting “NCTC Days” in local communities as a possible marketing effort.</p> <p>Gerry - there is a higher number of transfer students than normal and staff have received compliments about the personal touch the transfer students receive here vs. their previous college.</p> <p>Ron - reported that the ag sector in northwest Minnesota has a favorable financial outlook.</p> <p>Stacey - reported on the transition from Novell to Microsoft Network. Three temporary positions were filled in EGF and are specifically assigned to help students with computer/software issues. Kent and Mary informed Stacey of rumors that had surfaced at EGF regarding the services that IT will provide to students. Stacey will look into those rumors and communicate to employees and students the correct information.</p> <p>Clinton - reported on the status of the New Media construction project – project should be completed by 9/21. Theater stage work will be done between Sept. 7-21. Cooling tower at airport campus will be done by end of October. He is working with a group to design Phase II of the initiative, to be constructed next summer. Roofing will start this fall in specific areas, should be done by the end of Dec. Windows are being replaced in the 600 rooms; a doorway and window were recently installed between 603 & 605.</p>
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Adjourned at 12:05 p.m.		
Next Meeting		Thursday, Sept. 16, 2010; EGF Campus, Room 115; 9 a.m. – 12 noon