

## President's Cabinet Meeting Minutes



September 30, 2010; 9 a.m.


TRF Campus, Room 735

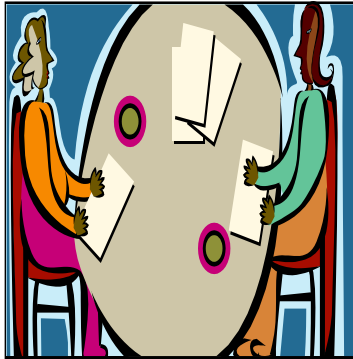
**Attendees:** Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergsten, Scott Fletcher, Mary Fontes, Kent Hanson, Shannon Jesme, Gene Klinke, Dan Klug, Norma Konschak, Becky Lindseth, Jim Retka, Gerry Schulte, Anne Temte, Jason Trainer

**Absent:** Stacey Hron, Scott Godfrey, Bob Gooden

### Guests:

Topic	Responsible Party	Discussion/Outcome
1. Board member visit	Temte	President Temte reported that Board of Trustees Chair Scott Thiss plans to visit the EGF Campus on the aft. of Oct. 20, staying in TRF that night, and touring and meeting in the a.m. of Oct. 21 <sup>st</sup> at TRF. She will communicate further details as plans develop.
2. Higher Learning Commission Approval	Temte	President Temte announced the final approval of the HLC accreditation through 2019-2020.
3. Report on Classroom Utilization Meeting 	Lindseth & other attendees	A task group met on 9/28 and discussed various issues affecting space utilization data compiled by the OOC. They gathered questions to be asked at the MnSCU level, discussed coding methods in ISRS, and possible strategies to improve utilization. The Cabinet discussed ideas to save on energy costs- for example, shutting down air handling units in shops if they are not utilized by students on Fridays.
4. Report on Phase II TRF project 	Clinton Castle	Clinton reported that the following areas will be affected in the next phase of construction at TRF: Mechanical components in the south hall; Massage Therapy, Architectural Technology, Automotive Services; Airport classroom; Total project funding is approx. \$300,000. Construction will begin after May 15, 2011. Clinton will report on the final plans in late October. Kent will report these preliminary plans at the program sustainability meetings. Jim inquired about the process to remodel the composite shop at the airport. Clinton, Jim and Scott will meet to discuss that project.
5. Committee Reports	Management Leads of Committees	Some committees have met, some are scheduled to meet soon, and some are not yet active for the year. Rocky mentioned that a Transfer advisor group needs to be formed, per direction from the OOC.
6. Enrollment Projections	Lindseth	Becky shared an enrollment projection chart from the OOC. The Cabinet decided to leave the projections as currently reported: FY11: 2,830; FY12: 2,860; FY13: 2,890; FY14: 2,890.
7. Logo Icon Proposals	Klug, Trainer	Dan and Jason presented four logo icons to discuss and consider. A lengthy discussion was held, and members were asked to vote on their preferences. It was decided that

		the TRF Campus would go through the same process that was done at the EGF Campus with select groups of students to narrow the choices from six to four, or have the option of rejecting all the choices. After the four choices are confirmed, a college-wide survey will be developed to determine the final selection.
8. Institutional Work Plan	Temte	President Temte reported that the work plan's submission deadline is now Nov. 1 <sup>st</sup> .
9. Nov. 12 Faculty In-Service	Konschak	Norma shared a draft agenda/schedule for the Nov. 12 faculty in-service at EGF. Several changes were discussed; there are more potential topics than time available. Kent and Norma will work on finalizing the agenda.
10. Bus Route/Schedule 	Lindseth	Becky noted that at this time, the bus arrives at the EGF Campus at 6:20 a.m., before the campus is officially open. The rider currently enters the building in the maintenance area. If more riders need early access to the building during colder weather, there may a need to change the campus opening time to accommodate these students. No decision was made.
11. Accounting on the Web	Jesme	Shannon presented a brief overview/training of the Accounting on the Web program. She noted that monthly budget reports will no longer be distributed in paper form.
12. 2011-12 Academic Calendar	Konschak	Norma shared a draft calendar being developed. A brief discussion was held regarding the Student Success Day, planned for Aug. 31. Faculty will be expected to take the lead on planning this day's activities.
13. Roundtable Reports	All Members	<p>Ron Dvergsten - reported on a recent FBM Task Group meeting. He also noted that the sugar beet harvest started today.</p> <p>Becky Lindseth - shared a public data request memo from the OOC.</p> <p>Jason Trainer - reported that the athletic website is soon ready to launch; a professional photographer was on the campuses recently; TV commercials will be aired, starting next week.</p> <p>Jim Retka- reported on the application of a new 3-year grant for \$300,000 through MJSP, in conjunction with New Flyer and St. Cloud Tech.</p> <p>Kent – focusing on FY12 academic budget planning.</p> <p>Shannon – year end reports are done; have conducted many training sessions for Accounting on the Web.</p>



Mary Fontes – reported that Hobson’s software has been purchased – thanks to marketing and technology budgets assisting in the purchase. Club activities are keeping her busy; assessment and orientation days for spring semester are soon here.

Steve Crittenden - reported on recent changes in the athletic staff and asked Cabinet members to direct any questions to him. He and Norma are working to fill the teaching and coaching vacancy resulting from a resignation. Steve reported that he would be more involved in the football program for the remainder of the season. An official announcement will be made on Monday, Oct. 4<sup>th</sup>.

Norma Konschak – the spring 2011 schedule has been posted. She is still seeking to fill faculty positions in New Media and Accounting (temporary replacement) and a CLA in Nursing.

Scott Fletcher – reported on a visit from NCATT (National Center for Aerospace and Transportation Technologies) on Nov. 2-4 for UAS certification. Most of the visit will be conducted at UND, but on Nov. 2, the team will be bused to the airport campus for a tour and an evening dinner.

Gene Klinke – reported that Tommy Greelis has been hired for the permanent OAS position in Admissions. The Career Fair in September had record numbers – the largest in the state.

Gerry Schulte – reported that the new direct lending process was very successful last year. A recent financial aid audit reported no deficiencies. In FY10, \$25 million in financial aid was awarded at NCTC – which includes all forms of aid – loans, grants, work study.

Dean Dalen – is working on an annual performance report for the FY10 Perkins grant. He inquired as to whether or not the college should allow outside vendors to link to the college placement website. Discussion was held, and he will discuss further with Steve Crittenden as inquiries arise.

Clinton Castle – reported that the New Media classroom will be ready next Tues. New furnishings for the TRF Commons will arrive in mid-October.

Mtg. Adjourned @ 11:50 a.m.		
Next Meeting Date		<b>Revised Schedule: Thursday, October 21, 2010; Airport Campus – 10:30 a.m. – 12:30 p.m. – Lunch will be provided</b>

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