

## President's Cabinet Meeting Minutes

November 24, 2010

TRF Campus Room 735, EGF Campus Room 115 - Polycom

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

**Absent:** Gerry Schulte, Scott Godfrey

### Guests:

Topic	Responsible Party	Discussion/Outcome
1. Social Networking Update	Temte, Hron	A lengthy discussion was held and the following recommendations were made: Employees will be reminded that use of Facebook on computers that have access to information systems (ISRS, MAPS, etc) remains prohibited. Supervisors of employees in HR and Finance will officially inform their employees of the higher risk of security in those areas. It was noted that the use of Facebook is important in Admissions and Marketing. It was suggested that netbooks could be provided for specific areas to utilize Facebook to conduct college business. Jason Trainer will check into other colleges' practices when he attends a statewide conference soon. President Temte will draft a memo to employees and request feedback from Cabinet members before distribution.
2. Crucial Conversations Update	Temte	Ideas were discussed on methods to conduct this 16-hour training course to various groups. Potential groups identified in a task group meeting include: MET, Financial Aid, Academic Advisors, Counselors, Nursing directors and faculty, COI team, and interested administrators and supervisors. Groups can be from 12-20 participants, and can be grouped together in any fashion. One member recommended that interested Cabinet members take the training as one group, since in some cases, employees may feel uncomfortable taking the training with their direct supervisors. It was recommended that a training schedule be developed first, and then individuals will be asked to sign up for the session that best fits their schedule. The training may take place during March-May. President Temte asked if each department could cover the materials cost of \$225/per person for their employees taking the training. Jim will check into the contract amount for Norma Smith's time. Jim, Becky & Anne will work with Norma S. on a list of potential participants and determine the next step.

3. Administrator Schedules during holiday break	Konschak	President Temte recommended having two Cabinet members on campus each day during the holiday break. Members were asked to submit all vacation plans over the break to Cindy Cedergren, and also indicate any days they would be on the EGF Campus, in case there is a need for administrative coverage on a particular day. It was noted that both facilities and IT will be covered by staff every day the campuses are open. The campus hours will be changed to 8 a.m. – 5:00 p.m. each day of the break. (Doors will be locked outside this timeframe).
4. Shared Gov. Council Agenda	Temte	The proposed agenda items for the Dec. 9 <sup>th</sup> meeting were discussed.
5. Vehicle Use Procedure Revision	Lindseth	Becky presented a revision to the procedure - a chart indicating the standard mileage between each campus/sites. No concerns were raised.
6. Data Privacy Statement	Fontes	<p>Mary Fontes shared the following paragraph developed by an Institutional Research Committee subgroup to accompany emails that contain various forms of data. Discussion was held; it is undetermined whether this privacy statement/paragraph should be included in all college correspondence.</p> <p><i>This email and the associated attachments may contain information that is non-public or otherwise protected from disclosure. It is the responsibility of each user to ensure that private data is not accessed by or disclosed to unauthorized recipients, in accordance with system and college policies and procedures. If you have received this message in error, you are not authorized to read, print, retain, copy or disseminate this information or any part of it. In addition, please notify the sender immediately, destroy any paper copies and delete all electronic files in the message.</i></p>
7. Program Suspension and Relocation	Temte	President Temte reported on the task group that has been working with Kent and Norma K. regarding the Cosmetology program. She reiterated that the college cannot afford to restart the program at this time; it will remain suspended, but the college will maintain the facilities. She reported on the Grand Forks media's interest in the relocation of the EGF Automotive Service program to TRF, the article in the GF Herald, and her letter to the editor in response.
8. Photos for Website	Trainer	Discussion was held on the decision to provide the opportunity for faculty and staff to take (or retake) their photos for the college website at the Jan. In-service. When Jason asked about covering the cost of \$15-20 per person for a professional photographer, President Temte stated that a professional photographer is not needed for this project, and stated this must be done at a minimal cost to the college. Suggestions included

		talking to John Leopold to possibly utilize digital photography students, or utilize current staff who are familiar with digital photography. Jason and Dan will work on an alternative method of taking the photos at a minimal cost.
Meeting Adjourned at 10:50 a.m.		
Next Meeting Date		Thursday, December 9, 2010; TRF Campus, Room 735; 9 a.m. – 12 noon

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