

President's Cabinet Meeting Minutes

February 23, 2011

TRF Campus, Room 735, EGF, Room 115 – polycom

9 a.m.

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

Absent: Gerry Schulte, Norma Konschak, Scott Fletcher, Gene Klinke

Guests:

Topic	Responsible Party	Discussion/Outcome
Ag, Ag Education & Energy	Temte, Dvergsten	President Temte inquired about individuals submitting an "Expression of Interest" form for a statewide initiative regarding Ag, Ag Education, and Energy. Names brought forward were Ron, Anne, Kent, and Jim R.
Revised Purchasing Procedure	Jesme	Shannon presented minor changes to the purchasing procedures, noting that language regarding out of travel had been added to the 16A violation portion of the procedure. She will distribute the revised procedure to all employees. President Temte stated that she will be having Steve Crittenden (or Mary Fontes in his absence) review all student club travel, to ensure all required paperwork has been submitted, prior to approving any out of state travel requests involving students. She also asked that Becky and/or Shannon meet with her and Kent on a periodic basis (perhaps quarterly) to review the status of 16A violations.
Position Qualifications for Unit 206 Positions	Lindseth	Becky proposed that administration consider implementing a system whereby AFSCME clerical position candidates be required to undergo more testing to better assess their skill levels. She proposed purchasing tests from "Total Testing" in various categories, such as word processing, data bases, spreadsheet, proofreading and writing skills, typing, etc. The cost per test is \$20. Supervisors would select the tests appropriate for the position and establish a minimum score for each test. This process would be done for each position, and would involve testing only those applicants selected to be interviewed, prior to their interview, either on campus or at a location of their choosing. The tests would be conducted on-line. Kent Hanson and Anne Temte stated they were in favor of the process, and no members expressed opposition. Becky will meet with HR staff and work with supervisors on developing a process for implementation.
Grant Standard Operating	Lindseth	Discussion was held on the need for tracking and logging of intents to submit grants,

Procedure		college-wide. Cindy Cedergren will track and log the information and report on any intents at Cabinet meetings on a regular basis. Becky stated that it is important for only one person to have access to the on-line submission procedure for government grants. It was determined that the following should meet and organize/streamline the process – Becky, Shannon, Jennifer K, Kent, Steve, and Cindy. The Institutional Research Director position will be discussed further as budget discussions are underway. President Temte will ask faculty at Shared Governance Council for their input on the importance of continuing the position and the functions previously performed by Scott Godfrey.
Summer Work Schedules	Lindseth	Becky inquired whether the Cabinet would consider allowing employees to establish alternative summer work schedules, such as (4) 10-hour days, etc. Some discussion was held, but the previous year's decision to discontinue this practice was supported by most members. Employees will be required to use vacation leave if they desire a 4-day work week.
Seasonal Lay-off Dates	Lindseth	Becky asked supervisors with seasonal employees to select a date(s) for their lay-off notification, which is typically one week after the last day of the spring semester. Dean Dalen requested variable dates for the Learning Center's seasonal employees, based on staffing needs. Becky will meet with Dean to determine those lay-off dates. Steve will meet with Becky to determine the date for a 10-month employee in his division. Any other employees will be laid-off one week following the semester, unless Becky is informed otherwise.
Stimulus Funded Positions	Temte	<p>Discussion occurred on specific positions funded by the stimulus budget. Dan and Jason were asked to discuss the programming position currently funded by stimulus funds. Dan stated that losing this position would result in a tremendous setback in web programming. We've made tremendous strides this year. The current utilization of the Content Management System was shared by Jason and Dan. Discussion was held on the need for continued services from Dave Dunbeck at MSCTC for reporting requirements. We currently pay MSCTC \$5,000/year for providing typical reports.</p> <p>Kent Hanson stated that with the loss of the EGF Academic Dean and academic support position he could not have survived this year without the Academic Coordinator position. He reviewed the types and quality of work and services Shannon Nelson has provided for Academics and Student Affairs, and he stated he would need a Dean and a support position to fill the gap if this position were not continued.</p>

Budget Development		Becky noted that each division should be working on a preliminary prioritization of their FY12 budget requests, to be finalized in April, according to the Budget Development calendar. Kent stated he would be reviewing the proposed reductions in academics for FY12 and get that information to Becky. Shannon Jesme will share a newsletter from Laura King's office regarding MnSCU budget forecasts/information.
Out of State Travel	Crittenden	Discussion was held regarding students traveling in-or out of state for college related events/activities. It was determined that, based on the nature and scope of the trip, participation of a college employee (for instance, an advisor or program faculty member) <u>may be required</u> for in-state travel. This decision will be made by the appropriate Dean. For any out-of-state travel, the participation and accompaniment of a college employee <u>is required</u> . This includes travel to Grand Forks and Fargo, ND.
April 1 st Faculty In-Service Draft Agenda	Hanson	Due to the lack of time, and the absence of Norma Konschak, this topic was tabled until the next meeting.
Differential Tuition for UAS Certificate	Retka	Jim inquired about the process and timeline for implementing a differential tuition rate for the 22 credits of UAS specific courses. Steve Crittenden will arrange to have this item placed on the next TRF Student Senate agenda, and Kent and Jim will present a proposal. Kent will forward to Jim the internal and MnSCU process used when the rates for CVOP were established. Jim's preliminary proposal was to set the tuition at \$300/per credit. He will determine the percentage increase that would be used over the regular tuition rate. He noted that 65% of the current AMT students have indicated an interest in the UAS certificate. He stated there may be some issues regarding financial aid funds to cover the increased tuition. Further discussion was held on the need to establish a standard process on how differential tuition revenue can be used within a program.
Travel Management Memo from MMB	Lindseth	Becky shared a memo from MMB and a revised MnSCU Travel Management Procedure, in which revisions focused primarily on international travel. She asked supervisors to review the information.
Personnel Update	Lindseth	Becky reported on the following positions and vacancies. GMW employee in EGF is out for a long-term absence due to an injury and the position is being filled with a temporary employee at this time. EGF Advisor Position – Gene Klinke is working on the vacancy announcement – Kent stated he wants involvement before it is approved. Fine Arts - sabbatical replacement in TRF - full-time temp faculty position for the 2011-12 academic year is open.

		<p>UAS faculty – one or two positions will be posted soon.</p> <p>OAS position- TRF Faculty Support/Library support is currently open.</p>
MMB Memo regarding nursing mothers	Lindseth	<p>Becky asked supervisors to review the memo regarding providing break time for nursing mothers, and a discussion was held regarding the requirement of the college to provide a designated area for nursing mothers to express breast milk. EGF Campus has a designated “student use” space which can be utilized for this purpose, and TRF will permanently assign a space, which is lockable from the inside and signage will indicate the purpose of the space.</p>
Technology Update	Hron	<p>Stacey reported on various personnel changes in IT and rationale for the changes. She reported that migration from Novell to Microsoft is still in progress and is taking much longer than anticipated. Personnel changes include: David Paul was hired as a temporary employee for the TRF Campus; Jennifer Amiot was reassigned to the EGF Campus Help Desk on a temporary basis; Another ITS temp position will be filled at EGF, and Charles Gray will be moved temporarily to the TRF Campus, in efforts to balance the skill levels of the IT teams on each campus. One other proposed position in IT is on hold. She noted that the temporary employees have been hired through the end of this semester. All these positions are funded through technology fees, and therefore do not increase expenditures in the general fund budget. Stacey and Becky will be meeting with a small group of EGF faculty to discuss concerns raised at a recent Shared Governance Council meeting.</p>
Meeting Adjourned at 11:10 am		<p>Adjourned early so some members could attend the Grand Forks’ Mayor’s Luncheon at 11:30 a.m.</p>
Next Meeting Dates		<p>Budget Meeting: Thursday, March 10; 9 a.m. – 4 p.m., TRF Room 735;</p> <p>Next Regular Meeting: Thursday, March 17; 9 a.m. – Noon – EGF, Room 115</p>