

President's Cabinet Meeting Minutes

Thursday, March 31, 2011

EGF Campus, Room 115

9 a.m.

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

Absent: Dan Klug, Jason Trainer, Scott Fletcher, Rocky Ammerman

Guests:

Topic	Responsible Party	Discussion/Outcome
Legislative Update/Board report	Temte	President Temte reported on legislative bills currently being considered in the House and Senate and the impact they will have on MnSCU colleges. She expressed her concerns about various mandates that would be imposed, along with significant reductions in funding.
Search Committee Membership	Crittenden	Discussion was held on the process of selecting representatives for search committees. It was proposed that faculty presidents be asked to forward names of three interested faculty, and the search committee chair would select two from that list. Discussion was held on positions that do and do not require a search committee. This topic will be discussed further with the Shared Governance Council.
HR Info – related to flood event	Lindseth	Becky Lindseth shared information from MMB regarding employees volunteering, workers compensation coverage, etc., related to flooding conditions. Discussion was held on the plan of action if the Kennedy Bridge over the Red River were to close due to flooding. Kent reported that a new bridge near Thompson, ND, about 10 miles south of the city should be the alternate route to cross the river. Bob Gooden will check into this further and Kent Hanson will send out an announcement to students and employees regarding the alternate route that should enable students and employees to get across the river. Kent will also share this information at the faculty in-service on April 1 st .
Facility Access	Lindseth	Becky Lindseth asked that, with the conversion to electronic key access in many areas of the campuses, would administration want to limit accessibility to any specific areas, or for any specific hours or days. It was noted that in doing so, it would prevent employees from entering the building during unscheduled hours/days. President Temte made it very clear that employees should not be accessing or utilizing college resources for personal use, during regular or week-end hours. It was determined that

		accessibility will not be changed at this time. Any alleged allegations of violation of the Code of Ethics are to be handled individually and should be reported to the President.
Student Access to Network	Lindseth	Discussion was held on the length of days that non-enrolled students should have access to the college network. Currently the system is programmed to remove access after 180 days after withdrawal or completion. Suggestions to change that timeline ranged from 30 – 120 days. No decision was made. Further discussion may be held at the next regular meeting.
FY 11 Budget Update	Jesme	Shannon Jesme shared an updated FY11 budget, which indicated a projected surplus of \$128,697. She explained the problem of having accrual entries imposed by the system office at year-end. These accruals have historically been approx. \$450,000-500,000. She will have a better understanding of this process and anticipated amounts by the end of April. President Temte noted that five rural colleges are meeting to discuss issues and the impact of the allocation formulas on rural out-state colleges.
Contract Signatures	Jesme	Shannon Jesme reported that MnSCU general counsel requires that all professional technical contracts have original signatures, and pdf files are no longer acceptable. Only in emergency situations will pdf or faxed copies be accepted. She stated that the vendor should retain an original signed copy, and the business office requires one original copy. She will email this information to Cabinet members, and supervisors are expected to communicate this information to anyone in their dept. who works with various contracts.
Unit 206 Qualifications	Lindseth	Becky Lindseth shared a statewide standard menu of position qualifications, MnSCU Menu of Position Qualifications and assessments for various skills that are available through a vendor. President Temte asked that proofreading and technical writing skills be included in this list of choices, as well as possibly offering in-house training to improve support staff skills in these areas. Becky will look into that request. Members were asked to review the list and bring back to the next meeting, or forward their comments/additions to Becky.
Revised Student Policies	Fontes	<p>Mary Fontes reviewed changes in several student policies and procedures. Discussion was held on additional changes that may need to be made in the Registration Cancellation for Non-Payment and Tuition and Fees Policies/procedures.</p> <p>Discussion was held on adding a payment plan fee of \$30; an increase of \$10 to the TEAS test fee; an increase in the student technology fee from \$8/credit to \$10/credit will also be proposed, based on recommendations from the Technology Solutions Task</p>

		Force and discussed in the Student Technology Committee. Kent Hanson will bring both these proposals to Student Senates next week. He reported that the differential tuition for the UAS program was brought to the TRF Senate last week, and had no opposition. President Temte met with the TRF Senate this week, and will meet with EGF Senate next week to discuss tuition assumptions.
Art & Science of Supervision	Lindseth	Becky Lindseth shared the schedule for the sessions for Art of Supervision and Science of Supervision, training required by MnSCU for all supervisors. Any Cabinet members who have not taken the training were urged to register for the sessions.
Meeting Adjourned at 11:35 a.m.		
Next Meeting Date		Budget Meeting: Wed, April 13; TRF Room 735; 9 .m. – 4 p.m.; Next regular meeting: Thurs, APRIL 28; TRF ROOM 735; 9 A.M.