

President's Cabinet Meeting Minutes

Thursday, April 28, 2011

TRF Campus, Room 735


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, Gene Klinke, Dan Klug, Norma Konschak, Becky Lindseth, Jim Retka, Gerry Schulte, Anne Temte, Jason Trainer

Absent: Scott Fletcher

Guests:

Topic	Responsible Party	Discussion/Outcome
1. Access to Security Camera Tapes	Crittenden	Discussion was held on whether or not other employees, in addition to those already authorized to view tapes when necessary, should be allowed to view security camera tapes. After discussion, it was determined that only the following employees would be authorized: Facilities – Bob & Clinton; Student Conduct – Mary & Steve; Employee Conduct – Becky. Security personnel on each campus are also authorized to view the tapes, only upon request of one of these employees. It was also determined that an authorized employee may delegate rights (in writing) to another Cabinet member to view the tapes, only in cases of emergencies or when the designated employee is unavailable to view the tapes in a timely manner. Stacey was directed to remove viewing rights to the tapes at the airport campus. Jim will inform the airport campus staff of this decision.
2. Holds on Probation Students	Crittenden	Steve asked for feedback on a recommendation from the Retention Committee. Discussion was held on the proposal to implement a process whereby students who are placed on academic probation or suspension would be required to meet with an advisor, and a hold will be placed on their financial aid overage check until a meeting occurred. This process is proposed as a retention effort and a form of early intervention, to connect with students and discuss strategies for their improvement/success in their classes. It was noted that this process will place an extra burden on advisors at the beginning of the semester, since the majority of students will wait until the deadline to meet with an advisor. Several administrators on Cabinet volunteered to assist the advisors if needed. It was determined that Michelle Bakken and the bookstore staff should be involved in the process, due to the established direct

		deposit timelines. Mary noted that a policy/procedural change has occurred, as the meaning of probation has changed on the federal level.
<p>3. Mileage Reimbursement</p> 	Konschak	Norma shared a Standard Operating Procedure for mileage reimbursement guidelines and asked for feedback. Discussion was held on the issue of designating a home campus for employees, when the percentage of time assigned to each campus changes from semester-to-semester or year-to-year. Every employee is assigned a home campus upon hiring, but some employee's assignments have consistently been on the opposite campus to which they were initially assigned. This designation has an impact on whether or not the employee should be reimbursed for mileage between campuses. The discussion turned to the use of the commuter bus service and better use of carpooling, for employees, including Cabinet members, who frequently travel between campuses. Becky will look into the legalities of requiring employees to utilize the bus, if the bus schedule can accommodate their travel needs. Becky, Norma and Kent will discuss any appropriate changes to home campus designation.
4. TRF Employee Photo Wall/ On-line Directory	Trainer	Jason inquired about the continuation of the employee photo wall on the TRF Campus. After a brief discussion, the Cabinet agreed to have the photos removed, since there didn't appear to be an added value to spending resources on updating the photos. President Temte suggested that the area could be used for displaying student artwork instead. Jason reported that the on-line directory will be updated and employees will be asked to have their photos taken by a photographer during the week of May 9 th on each campus. Employees may decline the offer for a photo to be placed on-line. Employees will need to sign a release form at the time their photo is taken.
5. FIPSE Grant	Temte	President Temte shared a notice of the opportunity to apply for a FIPSE grant, for a maximum of \$750,000. The grant app is due on May 23. Becky will contact Fox Consulting to inquire about the probability of making this short timeline, and the cost for their services. One idea for the purpose of the grant would be to provide three years of funding for a Director of Institutional Research position. Norma, Steve, Kent, Mary and Becky offered to work on such a grant if deemed possible within the timeline and is not cost prohibitive.
6. FY12 Budget	Temte, Jesme	President Temte explained the process used by her and her direct reports representing the major areas of the college (Academics, Student Affairs, Admin. Services, COI, and Foundation) to develop the preliminary FY12 budget. She reported on the House, Senate, and Governor's proposals and how the college must plan for the worst-case scenario. She stated that as a temporary solution, most non-personnel budgets will be



		<p>reduced by up to 12%, (as determined by the administrators overseeing those cost centers), and equipment budgets will be frozen for one year. Shannon reviewed the scenarios and explained in detail the costs imposed on colleges for accruals at the end of the fiscal year. Last year's accruals totaled approximately \$1.5 million. She reported that the following expenditures/revenues are still unknown – appropriation, special allocations, tuition increases, FYE/enrollment, negotiated contract increases. It was reported that stimulus funded positions will be discontinued. Discussion was held on college-wide marketing and the funding desired to meet the needs. Dan noted that most colleges devote approx. 1% of their operating budget to support marketing efforts. Jason was asked to review any continuing contracts for marketing efforts, such as the contract for a billboard near Roseau. Discussion was held on consolidating cost centers, to make monitoring program budgets more manageable.</p> <p>It was noted that some vacant positions are currently on hold, due to budget uncertainties. However, Becky reported that the Accounting Officer position will be filled; ITS2 position will be filled; other staffing changes in IT are being considered.</p>
7. Webinar on Contracts	Temte, Lindseth	It was determined, that due to the length (1-hour) of the webinar, Cabinet members will be expected to view the webinar on their own. Shannon will provide the link via email.
8. Policy Review	Hanson, Lindseth	<p>The following policies/procedures were reviewed and discussed:</p> <ol style="list-style-type: none"> 1) Repeal of Participation for Non-Credit Policy– discussion occurred about the option of offering aerobics through COI. Community Band issues have been resolved. 2) Grade Appeals –the revision was discussed briefly. 3) Make-Up Policy (new) – discussion held and changes were recommended. Kent will bring back suggestions to AASC. It was noted that a procedure should also be developed to clarify the process. 4) Gifts-in-Kind Policy/Procedure – discussion held; Dan, Becky & Shannon will work on needed revisions and bring back to Cabinet for review.
9. Grant Proposals	Cedergren	<p>Cindy reported that an intent application was submitted by Dan Sponsler to the Robert Woods Johnson Foundation, previously approved by Kent Hanson. President Temte reported that she had given approval for Linda Samuelson to apply for grant funds from the Northwest Minnesota Foundation for assistance in the music program.</p> <p>It was noted that individual employees who apply for small grants are expected to</p>

		manage the grant funds, such as meeting reporting requirements, knowing appropriate expenditures to charge against the grant, etc. The Business Office staff cannot be expected to know all of the requirements of all grants issued to the college.
10. Shared Gov. Council Agenda	Temte	No items on the SGC agenda needed Cabinet discussion.
11. Office of Civil Rights Report	Dalen	Dean reported that May 6 th is the deadline for the college to submit any corrections to the preliminary report. Those who have received the report were directed to report any corrections to Dean by May 4 th . The Pres. Office will issue the official changes to the Office of the Chancellor.
Meeting Adjourned at 12:20 p.m.		
Next Meeting Date		Thursday, May 19, 2011; TRF Campus, Room 735; 9 a.m.