

President's Cabinet Meeting Minutes

May 19, 2011

TRF Campus, Room 735; EGF Room 115

9 a.m. -10:30 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.

Absent: Scott Fletcher, Jason Trainer

Guests:

Topic	Responsible Party	Discussion/Outcome
President's Update	Temte	President Temte gave a status report on the legislative session, the May Board of Trustees meeting, and other MnSCU topics. The Board is having discussions on preparing for a possible government shutdown; the chancellor has scheduled a conference call on 5/24 with all presidents; the higher education bill has been forwarded to the Governor, which is closer to Benchmark #1 in the proposed budget document reviewed at the last Cabinet meeting. If passed, the bill would result in a \$17 million cut to MnSCU. President Temte reported that MSCTC President Ann Valentine has accepted another position out of state; President Temte will be meeting with Lori Lamb, along with Presidents Kopischke and Szymanski regarding the need for better collaboration with MSCTC, particularly in distance education. An interim president will be announced at the June BOT meeting.
Food Service Contract	Lindseth	Becky reported that the current contract with Taher expires on 6/30/11. She recommended extending the contract for one additional year, and the RFP process for a new contract would begin in Dec. or January. Cabinet members supported this recommendation. It was noted that hours of service at the airport campus need to be extended next year. Becky will check into that issue and discuss with Taher.
Technology Solutions Task Group	Lindseth	Becky reviewed portions of the recommendations developed by the task group. She reported on the outcomes of some of the recommendations, such as reinstating an ITS1 position in EGF; modifying computer recycling plan for desktops (4 years), and laptops (3 years); establishing a computer lab in EGF (Room 214, near IT, with 40 stations). Shannon Jesme brought up an issue regarding some employees receiving complimentary Kindles or Nooks from various book companies. It was determined that these types of items should not be kept by individual employees, since they exceed nominal value. This topic will be further discussed at a future Cabinet meeting.

Email Migration from Groupwise to Exchange	Hron	Stacey reported that IT is currently in the early stages of migrating Groupwise to Exchange; should be ready to implement in July. Training sessions will be held. She reported that the migration software costs \$17/user (we currently have 500 user mailboxes). Employees who minimally use their college email may not need to have their emails migrated. She recommended reducing the number of email messages and appts & tasks to reduce the volume of emails to migrate. Messages in folders, mailbox, appts., and address books will all be migrated. The following will not migrate: Trash, Rules, Categories, and Signature. She suggested establishing a timeframe for how far back <u>Sent items</u> and <u>calendar appointments</u> would be retained and migrated to the new system. A concern was brought up about the need to keep certain emails as a paper trail for sensitive issues, even though they may be several years old.
Contracts with out of state and international vendors	Jesme	Shannon brought up issues regarding establishing contracts with out of state and international vendors. She is seeking more guidance from the Office of the Chancellor – the contracts may impose serious implications in areas such as taxes, Risk Management, and payroll. Jim Retka stated that COI has been impacted greatly by being told to cease all training contracts with New Flyer, a Canadian firm. UAS training through COI will be impacted for future international training contracts. President Temte will visit with other MnSCU presidents who may have had or plan to initiate out of state or international contracts. Shannon will report any new information from the OOC when it becomes available. Kent also noted that no credit classes can be offered internationally without the approval from the Higher Learning Commission.
UAS Action Summit	Retka	Jim stated that the college is a sponsor for a UAS-Red River Valley Action Summit in Grand Forks on June 2-3, and we have a number of complimentary tickets for the event. He asked that anyone who is interested in attending the summit contact Anissa Moore today. Kent and Becky indicated an interest. Anne and Dan Klug may discuss and identify others who should attend. Dan stated that on June 2, an acceptance ceremony will be held at the Alerus Center, to publicly recognize the donation of the Global Hawk full-scale model from Northrup Grumman.
Space Utilization Summary	Lindseth	Becky pointed out a couple of statistics on the report. The report indicated that at EGF, the usage of lab space is 79%, and 53% classroom usage (based on 32 hours per week). At TRF, usage of lab space is 56%, and 49% classroom usage. She stated that the college needs to hold the line on the “mothballed” spaces; discussion was held on the possibility of shutting down specific areas of the campus during the summer where classroom and office space are not used on a daily basis. It had been just determined

		that in portions of the west side of the TRF Campus, air conditioning could be shut down from Thursday evenings until Monday morning during the summer months. Other portions of the building will be examined to see if energy and cost-saving measures could be accomplished during the summer months. President Temte stated that administration needs to examine the long-term space utilization/square footage on the TRF Campus. Do more areas need to be mothballed? We need to continue to reduce usage during parts of the year. A task group may be developed to continue work on this topic. Clinton reported that an energy audit is being conducted at this time and that will identify areas of the campus that are more or less energy efficient.
Facilities Renewal Reinvestment Module (FRRM)	Lindseth	Becky shared the report. Minimal discussion was held.
Summer Vacation Schedules	Temte	President Temte asked members to submit their vacation schedules to Cindy by the end of next week. This information will be collected to ensure there is administrative or supervisory coverage every day throughout the summer.
Policy Review	Hanson	Academic policies that have been approved by AASC were shared with Cabinet. Kent noted that most changes are due to changes in MnSCU or federal policies. Regarding the repeal of non-credit offerings, Kent asked Jim Retka to work on arrangements to offer non-credit aerobics through COI, starting fall semester. No concerns were raised on any of the revised policies presented to the Cabinet.
Grant Proposal Information	Cedergren	Cindy reported on grant proposals submitted to the N.W. Minnesota Arts Council Arts and Cultural Heritage: Northern Jazz (\$8,967), and Northland Community Band (\$7,956); A proposal to the National Science Foundation, led by 360°-Bemidji State University, for a project called “RISE”, designed to increase the percentage of middle and high school age children who decide to pursue a STEM-related career; potential of \$51,230 for NCTC over a 5-year period (total grant \$1.8 million).
June Meeting Schedule	Temte, Cedergren	Due to the UAS Summit conflict on June 2, discussion was held on rescheduling the Cabinet meetings in June to June 9 and 30 (both via polycom, unless the need for face-to-face meetings is determined by President Temte).
Other	Temte, Lindseth	President Temte shared a conversation held with Chris Harff, CEO of Sanford Health-Thief River Falls Medical Center, regarding their possible interest in developing housing in the nursing home portion of the current hospital, once the new nursing home on Hwy 59 is completed. President Temte also reported that a church in TRF has expressed a possible interest in leasing the Swenson House. Becky will check into the process of developing an RFP for public notice.

Meeting Adjourned at 10:30 a.m.		
Next Meeting Dates		Thursday, June 9; 9 a.m.; TRF Room 735; EGF Room 115 Thursday, June 30; 9 a.m.; TRF Room 735, EGF Room 115

ccedergren/Cabinet/Cabinet 2010-11/Cabinet minutes 11_05_19