

President's Cabinet Meeting Minutes

June 30, 2011

TRF Campus, Room 735; EGF Room 115

9 a.m. -12 noon

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, Norma Konschak, Becky Lindseth, Jim Retka, Gerry Schulte, Anne Temte, Jason Trainer

Absent: Dan Klug, Scott Fletcher

Guests:

Topic	Responsible Party	Discussion/Outcome
Government Shutdown/ Conserve expenditures	Temte	<p>President Temte expressed her concern for the current budget situation of the state and the college, as a potential shutdown nears. She stated that tensions are high, particularly in the Office of the Chancellor, where 41 employees are facing lay off as of today. She directed supervisors to be conservative with their spending during the period of shutdown, to conserve the reserve funds that will be used to operate during the shutdown. It is unclear if MnSCU will assist colleges in continuing operations, or if each college will be solely responsible for expenses. She mentioned the option of seeking voluntary reductions for the summer. Discussion turned to credit card purchases and the inability to control those expenses, since they are approved after the purchase. A work group was formed to discuss this topic further: Kent, Becky, Anne, Norma, Shannon, and Stacey.</p> <p>President Temte also recapped a trip to Florida with UND officials, which may result in contract training opportunities.</p>
Request for Proposals	Lindseth	<p>Becky reported that the food service contract has been extended for one year, and the RFP process will begin in mid-year for a new contract. An RFP will be required for a new Master Facility Plan (for a plan to be developed in FY13); An RFP for banking services must be done every 5 years – that will be done in FY12. Discussion was held on whether or not to pursue exclusive beverage (pouring rights), for one or both campuses. A work group volunteered to meet and discuss this further – Gene, Steve, Bob, Clinton, Becky, Mary. This group will bring back a recommendation/proposal to Cabinet, possibly by the July 21 meeting, which will include recommendations on how the revenue should be utilized. Suggestions included general fund, student life, athletics, and food service subsidy.</p>

Employee Separation Procedures	Lindseth	Becky reminded supervisors they must submit a grouplink ticket when an employee under their supervision separates from employment, to ensure that all rights and access are stopped. It is the responsibility of the supervisor to collect all keys and college equipment issued to that employee and ensure they are returned to the appropriate dept. Discussion again turned to equipment purchases, and not always knowing exactly what an employee has been issued in previous years. The group identified above will also make recommendations on these matters.
Fall In-Service Agenda	Konschak	Norma received numerous changes to the draft agenda. It was determined that the agenda will be full without bringing in a keynote speaker. President Temte asked that all presentations be concise and to the point, and are able to be posted on the web for any employees to view after the workshop. Discussion was held on the issue of some faculty not attending the required in-service workshops, and the need to clarify administration's expectations in a letter to faculty. Anne will consult with Kent and the academic deans on a letter to faculty. Adjunct faculty obligations need to be made more clear.
MnSCU Emeritus Status Policy	Temte	President Temte presented a draft MnSCU policy that allows colleges to award emeritus status to faculty and staff. Discussion was held and will be discussed again at a future meeting.
Chancellor-Designate Visit	Temte	President Temte reviewed the schedule for the July 6 th visit from Chancellor-designate Rosenstone, accompanied by Bernie Omann. A 1:00 p.m. lunch will be held; a 1-hour meeting with Pres. Temte; approx. 1-hour meeting at the aviation campus to discuss involvement from the Office of the Chancellor in the development of the UAS program and its future potential. She noted that a formal installation of the Chancellor is scheduled for Oct. 19 at the Capitol Rotunda.
Motor Vehicle Record Checks	Lindseth	Becky reported that if the shutdown occurs, Motor Vehicle Records checks will not be processed at the state level. Currently approved drivers will be rolled over into FY12. Discussion was held on issues surrounding student athletes and coaches needing to travel between the campuses.
Grammar & Writing Courses	Temte	Grammar Course – July 21; EGF Campus Room 150 – 1-4 p.m.; Writing Course – Aug. 4 – EGF Room 150; 1-4 p.m. All Cabinet members are encouraged to enroll through STARS. Becky will check on maximum enrollment, and let supervisors know if other employees can be allowed to attend either of the sessions. Julie Fenning will send out a reminder and link.
Policy Review	Fontes, Lindseth	Mary asked for Cabinet approval on the policies included on the June 9 Cabinet

		agenda. Approved. She also reviewed the Ability to Benefit, Students with Disabilities, Armed Forces, and Admissions policies/procedures. Becky reviewed the new Animals on Campus and Service Animals policies and asked for feedback. Cabinet approved these policies as presented. They will now go to Shared Governance for review.
Grant Proposal Intent	Dvergsten	<p>Ron reported on a grant submitted by the MnSCU Management Education programs to the U.S. Dept. of Agriculture for FBM benchmarking. Northland will serve as the fiscal agent and receive \$11,500 for administrative costs. The total grant is \$114,500, and Ron expects to receive notification of the grant award within two months.</p> <p>Other Grant Info: President Temte and Jim Retka will be discussing the need to be selective on grants to pursue, particularly those that need to utilize the services of Fox Consulting, to best utilize their contracted service.</p>
Shared Gov. Council Agenda	Cedergren	The 7/25 SGC agenda will consist of budget, org chart, policy review, and in-service.
Other Announcements	Temte	<p>President Temte reported on the following items:</p> <ul style="list-style-type: none"> • A new database is being used to report on MnSCU Action Plan (Sharepoint); • Sherry Lindquist has accepted a part-time non-instructional assignment to serve as a part-time institutional research coordinator and will be charged with gathering data needed to respond to IR requests from MnSCU and college employees. Sharing resources with Minnesota State University-Moorhead is another possibility to meet the college's IR needs. • President Temte thanked everyone involved in the development of the response to the Office of Civil Rights Review. A couple of items were discussed. • President Temte announced that Diane Scott had been recently selected to serve on the Minnesota Board of Nursing. • Audit findings: 19 of 20 findings have been cleared – thank you to all who helped accomplish this!
Meeting Adjourned at 12 noon		
Next Meeting Date		Thursday, July 21, 2011; EGF, Room 115; 9 a.m.