

## President's Cabinet Meeting Minutes

August 4, 2011

EGF Campus, Room 115; TRF Campus, Room 735

9 a.m.

**Attendees:** Rocky Ammerman, Clinton Castle, Cindy Cedergren, Ron Dvergsten, Mary Fontes, Bob Gooden, Kent Hanson, Stacey Hron, Brian Huschle, Shannon Jesme, Dan Klug, Norma Konschak, Becky Lindseth, Jim Retka, Gerry Schulte, Anne Temte, Jason Trainer

**Absent:** Dean Dalen, Scott Fletcher, Gene Klinke, Steve Crittenden

### Guests:

Topic	Responsible Party	Discussion/Outcome
President's Update	Temte	<p>President Temte welcomed Brian Huschle as interim dean of academic affairs for the EGF Campus and a new Cabinet member.</p> <p>President Temte reported on discussions held at the Grand Forks Regional Economic Development Commission meeting that morning. She noted that several new companies are expected to locate to the region, as a result of the UAS industry development and other economic development activities. These companies will need trained technicians. One area discussed was a research lab technician. She thanked Dan Klug and the Foundation for its commitment to expand opportunities for the whole college through their recent decision to fund a study to determine the feasibility of establishing an aerospace foundation. President Temte stated that we need to energize the college and get people to buy into new ideas and opportunities for new program development.</p>
Loans to Students for Housing	Jesme	<p>Shannon reported that the OOC had given approval to move forward and fund loans from the general fund to students needing assistance with apartment deposits. The process is ready to go. The check will be issued to the student but given to the rental property owner after the student endorses it – maximum amount loaned is \$800; \$5.00 service charge; loan to be paid back when financial aid arrives; very little risk to the college; loans will be available only until the second day of the term. This information will not be published widely, but left to the discretion of advisors and key people who are communicating with prospective or enrolled students.</p>
Survey for System Master Plan	Lindseth	<p>Becky reported that a survey of potential needs for capital bonding and HEAPR projects is due to the OOC by August 12. A task group will meet to discuss the survey response: Jim, Mary, Norma, Brian, Becky, Clinton, and Bob will meet next week to</p>

		brainstorm ideas and Becky will submit the survey.
Financial Aid Holds	Fontes	<p>Mary noted that the Cabinet had previously supported the concept of placing financial aid holds on at-risk students until they met with an advisor on strategies to help them succeed. The task group working on this process had reconsidered this strategy and Mary asked the Cabinet to support the concept of restricting course registrations until the student is given an access code from an advisor or from student services. The at-risk students will be flagged and must meet with an advisor before registering for classes. This process will be implemented starting spring semester registration, on a voluntary basis by faculty members. The process will be explained to faculty at in-service. Discussion was held on how the faculty may view or accept this process, and therefore, will be placed on the Shared Governance Council agenda for further discussion. These changes in advising duties are being implemented as a result of new requirements in federal guidelines and MnSCU's Satisfactory Academic Progress policy and procedure, as well as a retention strategy. The Cabinet supported this process.</p>
Human Resource Update & Campus Service Cooperatives	Lindseth	<p>Becky reported that Diane Rapacz retired, effective last week, and this position will not be filled. That staffing change results in having no back up person for processing payroll. She reported that the college may enter into a campus service cooperative agreement with MSCTC for payroll processing. The transition from Tiffanie Bieganek to MSCTC payroll processing would take place in late October or early November. This change in payroll processing will put more responsibility of contract management on supervisors, as they approve timesheets &amp; leave requests. Tiffanie will remain responsible for payroll reconciliation and travel expense reimbursement, and will be available for questions, prior to timesheet submittal. Members asked if Tiffanie could share the answers to common questions and point out common errors with supervisors. The idea of quarterly supervisor meetings was suggested (Shannon noted that the "Art of Supervision" course has some good points to remind supervisors of their responsibilities).</p> <p>Becky noted that Kristi Lane will be responsible for the vacancy process again and will spend Mon &amp; Wed. on the EGF Campus; Julie Fenning will be on the EGF Campus on Tues. &amp; Thurs.</p> <p>Other misc. duties previously performed by Diane were noted:</p> <ul style="list-style-type: none"> <li>a. Name tags: Bob and Becky will work on that process;</li> </ul>

		<p>b. Business cards: Working on a process to allow employees to submit requests directly to Printing Plus, the employee approving a proof, and placing the order.</p> <p>c. EGF mail: Reassigned to Jenny Donarski, Karen Meine, and Dee Olson</p> <p>President Temte asked members to take the time to thank the employees in HR who are taking on more responsibilities as a result of the staff reduction, and to be patient in acquiring information that is not necessarily urgent in nature.</p>
Personnel Update	Lindseth	<p>Becky reported on the retirements of Dian Johnson and Rita Wald, TRF Learning Center. Learning Services is working on restructuring as a result of these retirements.</p> <p>Brian Huschle was hired as Interim Dean of Academic Affairs – EGF Campus; taking a one-year leave of absence from his faculty contract.</p> <p>UAS faculty: John Beck hired; working on hiring second faculty member, possibly not needed until spring semester.</p> <p>Recent resignations in COI: Norma Smith and David Sprague</p> <p>Academic Coordinator – Shannon Nelson’s position will end Aug. 16; she will teach part-time in TRF and resume coaching duties.</p> <p>IT: David Olsen has been relocated to the airport site and will be 100% UAS grant-funded until at least Dec. 2012. Donald Smith started 7/1/11 as an ITS2 in TRF; Paulo Perez was hired as an ITS2 in EGF. David Paul is in a temp position, serving as an ITS1/Help Desk in TRF. HR is working on an MOA with MAPE to transfer Jennifer Amiot permanently to the EGF Campus. If that is approved, a permanent full-time ITS1 position will be posted for TRF.</p> <p>Creative (or Technical) Writer position – waiting for classification from MnSCU – this temporary position will be UAS grant-funded only through June 2012.</p> <p>Institutional Research: Sherry Lindquist accepted 6 release credits/semester to serve as an IR coordinator in a part-time capacity.</p>

In-Service Message	Temte	<p>President Temte reviewed some of the major points she made in a briefing paper to Chancellor Rosenstone regarding the state of the college. She will be basing her in-service message on much of the same information. She noted that the college may have an opportunity to participate in an alignment study through a proposed Board of Trustees initiative. The study may help the college determine what the communities want and what and how they will support the college; impact of the lack of housing for students; she noted that major corporations are not all supporting the college.</p> <p>She noted that the publisher of the Thief River Falls Times is giving the college an opportunity to have a blog in the weekly paper.</p> <p>Dan Klug noted that dates for “state of the college” luncheons are Nov. 2 (EGF) and Nov. 3 (TRF), and he is working with the respective Chambers of Commerce on sponsoring these events.</p>
Appeal Process	Fontes, Jesme	Mary asked that all supervisors follow the appeals process when they receive requests directly from students. Both academic and student service appeals need to be routed through the process, and all must go directly to either Rocky Ammerman or Pat Amiot.
Enrollment Update	Ammerman	<p>Rocky reported the following enrollment figures, compared to same date last year:</p> <p>EGF: 2% increase</p> <p>TRF: 22% decrease (It was noted that approx. 100 FBM students are expected to register in the next day or so, which will significantly change this percentage)</p> <p>Distance Ed: 31% increase</p> <p>Overall/College-wide: 5% decrease</p>
Clock Hour Programs	Schulte	Jerry reported that new regulations in financial aid may impact students in clock/hour-based programs; disbursements can be different than those for the typical student; he is waiting for more information and will report more at a future meeting.
Policy Updates	Fontes	Mary reported there were more minor changes to the Students with Disabilities Policy and Procedure, and she is anticipating more changes from MnSCU on Student Complaints and Grievances Policy/Procedure. She noted that new legislation changed the senior citizen age back to 62, in regard to tuition waiver.
Grant Proposal Intents	Retka	Jim briefed the Cabinet and shared a draft concept paper on the purpose of a new grant proposal to the National Science Foundation-Advanced Technological Education. The proposal is due 10/20/11, and he has received a preliminary proposal from Fox Consulting to develop the proposal. There is potential funding of \$5-9 million over a

		<p>seven-year grant period. The Cabinet supported the concept and recommended Jim negotiate a lower price with Fox. It was suggested this topic be shared with faculty at in-service, to pique the interest of other faculty who could be helpful in preparing the proposal.</p> <p>Jim noted that the Dept. of Labor grant for an Imagery Analyst program is still pending approval from the federal government.</p>
Other Announcements	Klug	TRF Scholarship Ceremony is set for Monday, August 29; 7 p.m.
Meeting Adjourned at 11:45 am		
Next Meeting Date		Thursday, August 25, 2011; EGF Room 115; TRF 735

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