

## President's Cabinet Meeting Minutes

Thursday, August 25, 2011

Polycom – TRF 735; EGF 115

9 a.m.

**Attendees:** Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergsten, Scott Fletcher, Bob Gooden, Kent Hanson, Shannon Jesme, Gene Klinke, Dan Klug, Norma Konschak, Becky Lindseth, Jim Retka, Gerry Schulte, Anne Temte, Jason Trainer

**Absent:** Stacey Hron, Mary Fontes

### Guests:

Topic	Responsible Party	Discussion/Outcome
President's Report	Temte	President Temte reported on a Sanford Health meeting she recently attended. She stated that the college needs to do similar "friend-raising" and outreach efforts as Sanford Health is doing in area communities. We need to utilize our community advisory committees and faculty emeriti as more visible advocates for the college. She noted that her weekly update will be printed in the TRF Times or Northern Watch, in an effort to keep the public informed of the TRF Campus activities and issues. She asked that members forward ideas to write about, and welcomed others to write articles too. Norma suggested periodically highlighting specific programs in the Weekly Update. Anne reported there are 48 Lincoln High School graduates enrolled this fall – this is great news!
Update on Housing Loans	Crittenden	Steve reported that 21 students were assisted through the housing loan program – the majority of them from TRF.
TRF Campus Brainstorming	Temte, Klinke	Gene Klinke mentioned a few of the ideas that have been brought up by faculty, such as: having liberal arts faculty members visit high schools for a day; feature local successful alumni, including high school principals, in various forms of advertising; various scheduling options to consider. There is a TRF Campus brainstorming session scheduled on Sept. 6 at 3 p.m.
Jack Kent Cooke Foundation	Temte	President Temte asked that Brian and Norma would identify faculty members who may be willing to serve as contacts for the Jack Kent Cooke Foundation scholarship. It was suggested that perhaps the PTK advisors could serve in that capacity.
Budgets for Campus Kitchens; Bookstore Profit expenditures	Lindseth	Becky Lindseth stated that at one time there was revenue generated for the college from the food vendor, but that is no longer the case. She recommended that cost centers and budgets be established to purchase new or repair kitchen equipment as needed. Bookstore profits have been utilized in the past. Steve noted that the

		Student Senate had already approved \$15,000 from bookstore profits to spend on food service expenses at each campus. It was determined that President Temte must sign off on all expenditures paid from bookstore profits. It was suggested that information on all expenditures paid from bookstore profits become an on-going item at Cabinet meetings.
TRF Vehicle Use Process Changes	Lindseth, Castle	Clinton Castle shared a new process and plan for TRF college vehicle use and parking. Proposed in the plan is construction/installation of a sidewalk, fence, culvert, an overhang on the maintenance storage building on the northeast side of campus, a key box, and card access, totaling approximately \$10,000. Parking lot funds can be used to cover the costs. Upon approval, he expects this plan could be in place by the end of October. The Cabinet endorsed the plan.
TRF Fitness Center Hours	Lindseth, Castle	The TRF Healthy Campus Committee has requested to have the Fitness Center open at 7 a.m. Mon-Friday, with the understanding that a committee member would be responsible for manning the center until the standard opening hour. Discussion was held on various issues, but it was determined that facilities staff would open the center at 7 a.m. Monday through Friday and no supervision would be required. The center would also have to be open for public use at that time. It was noted that the general public is required to pay a fee to use the center, and those fees should be prominently posted in the center. It was determined that week-day hours of operation will be 7 a.m. – 9 p.m. Monday through Thursday; 7 a.m. – 5 p.m. Friday.
Week-end Access to TRF Campus	Castle	Discussion was held on when the campus should be open on week-ends for student use. It was noted that an average of only 2-4 students were typically using the campus on Saturday afternoons, and there is much more interest for Sunday use. Steve noted that there are no longer sufficient Access & Opportunity funds to cover expenses for supervision during week-end hours. It was recommended that we discontinue having the campus open on Saturdays, and switch to Sunday only, from 1-4 p.m. (a facilities staff member will be on duty from 12:30-4:30 p.m.).
Decision Maker & Investigator Training; Art & Science of Supervision Courses	Lindseth	Becky noted that supervisory training sessions are scheduled this fall, and anyone who has not taken them, or needs a refresher, should register through STARS, as noted on the correspondence shared with members. Becky will review the attendance roster of the Art and Science training sessions held in the past. Kent may consider retaking the Decision Maker training, and it was suggested that maybe Biggi Haraldsson attend the Investigator training (Jim or Scott will inform him)

System Survey Response	Temte	<p>Northland's response to a system-wide survey was shared. The survey focused on campus budget strategies and effective practices. Members were asked to review the responses as time permits. President Temte thanked Sherry Lindquist and Becky Lindseth for being able to compile the responses within a short timeframe. The purpose of the survey was to share best practices and inform the Board of Trustees of the efforts of each of the colleges.</p> <p>President Temte recommended that the college send representatives to a Noel Levitz Strategic Enrollment conference this fall. She will share the conference information with specific individuals she has in mind.</p>
Finance Update	Jesme	<p>Shannon Jesme reported on changes on how to charge for differential tuition and fees. She reported that bills to students had to be recalculated recently. Differential tuition and fees need to be Board-approved on an annual basis. The Office of the Chancellor is working on making this process more uniform throughout the system.</p> <p>Shannon reported on the Managed Printing program, and noted that last year's costs for leases, paper, toner, and repairs totaled \$171,091. Charge-backs for this year totaled \$175,000.</p> <p>Shannon reported she expects to close out FY11 within two weeks. The system is still having major problems with the conversion to Swift and ISRS integration.</p>
Marketing Update	Trainer	<p>Jason Trainer shared some new marketing pieces being sent to prospective students; info on a new website where prospective students may acquire basic college information. He referred members to the new Style Guide which explains the proper and improper use of the logo and text, correct color usage, etc. He explained the new on-line Employee Directory and how employees may update their own information. He shared a program sheet template that will be used for all programs. He shared a Google analytics report and reviewed highlights of the report, which indicated the origin and frequency of visits.</p> <p>Jason recommended that items containing the old logo be officially discontinued as of Jan. 1, 2012. Any remaining stock on hand at that time should be recycled wherever appropriate. The Cabinet supported this recommendation. Discussion was held on changing out logos on vehicles and internal signage.</p>

Grant Proposal Intent	Klug	Dan Klug reported on an intent to apply for a potential \$25,000+ grant from the Walmart Foundation. Discussions are being held to determine a project that would involve student leadership training. The proposal is due 9/9/11. It was suggested that the grant intent process be shared with employees again as a reminder to those intending to seek various grants.
You've Been "Pipered"	Temte. Klinke	For those who attended the grammar & writing courses taught by Don Piper this summer: As a continuous improvement effort, it was suggested that Cabinet members "piper" each other with suggestions for improvement when "mis-usages" are detected.
Enrollment Update	Ammerman	Rocky reported we are currently 3% overall down from last year on this date. Headcount is up, but FYE is down.
Other Comments		<p>Gerry Schulte reported that problems with ISRS have been very frustrating and particularly difficult during the start of the semester.</p> <p>Kent Hanson recommended that the campus bookstores be open at 7:30 a.m. for a minimum of one or two days at the start of fall and spring semesters. It was noted that the AFSCME contract requires a two-week notice for a change in shift hours and this needs to be kept in mind prior to the next semester.</p> <p>Dan Klug reminded members of the Fall Scholarship Ceremony at TRF on Monday, Aug. 29. He noted that 42 of the scholarships focus on recruitment. They are: Sustainability, Inspire, and Ignite (PSEO).</p> <p>Norma Konschak noted that the number of subscriptions and periodicals are being reduced in the campus libraries, particularly those that are available on-line or are not needed by faculty.</p>
Meeting Adjourned at 11:05 a.m.		
Next Meeting Date		Thursday, September 15, 2011; EGF Campus, <b>Room 129</b> ; 9 a.m.