

## President's Cabinet Meeting Minutes

Thursday, September 29, 2011

TRF #735; EGF #115

9 a.m.

**Attendees:** Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergsten, Bob Gooden, Kent Hanson, Stacey Hron, Gene Klinke, Dan Klug, Norma Konschak, Jim Retka, Gerry Schulte, Jason Trainer

**Absent:** Anne Temte, Becky Lindseth, Scott Fletcher, Shannon Jesme, Mary Fontes

### Guests:

Topic	Responsible Party	Discussion/Outcome
\$4.8 Million Dept. of Labor Grant	Retka	Congratulations to all who worked on a DOL grant application – we've been awarded nearly \$4.8 million to develop an Imagery Analyst certificate in conjunction with the UAS program! Jim stated that most of the positions in this field are in the military now, but future positions will be in law enforcement, agriculture, and many other fields.
TRF Campus Revitalization Teams	Hanson	Facilitators will need to recruit their own members for the task groups, as not many employees have volunteered. The teams will need to develop action plans for their topics of discussion. (President Temte had requested facilitators report on their progress at each Cabinet meeting, so this will be added to the "on-going" items on the Cabinet meeting agenda.)
Master Calendar/NorthlandNOW	Trainer	Jason asked that specific individuals within departments be designated to post information on NorthlandNow, to ensure that all events and announcements are posted. Mary Fontes will be asked to determine primary contacts for Student Services announcements/dates to be posted. It was noted that information that is posted on NorthlandNow feeds into the hallway monitors (information listed on right side of screen), so information does not need to be sent to more than one site or person. Creative Services is working on getting all the NorthlandNow entries linked to other areas, such as assessment pages. Jason encouraged everyone to use NorthlandNow as the master calendar for all events and announcements. Media will pull info from NorthlandNOW for announcements and news stories. If they have questions, media will contact the designated contact person listed on the event/announcement.
Committee Work Plans	Cedergren	In Mary's absence, Cindy relayed her question about Committee Work Plans. It was determined that current committee action plans should reflect activities through FY12, since the current Strategic Plan was developed through FY12. Cabinet members were

		encouraged to review their committees' work plans and continue to update them throughout this year.
Lowell Swenson Memorabilia Display	Klug	Dan asked for feedback on the idea and suggestions on a location for a display of memorabilia from Lowell Swenson's office. He's been in touch with Swenson family members and they were in favor of the college creating a permanent display with various items of our choice. Some location suggestions were: Gunderson Commons, Airport Campus, Multi-Events Center lobby. This topic was referred to the Facilities Committee for input and recommendations to administration. Dan will provide a list and photos of the items being considered for display to determine how much space is desired.
Signage on College Vehicles	Klug, Trainer	Dan stated that two program faculty members have requested signage on one or more college vehicles, to advertise their program (using a vinyl wrap), as part of their program sustainability marketing efforts. Some members supported the concept, others did not, and some thought there wasn't enough specific information whether to support or not. Some members supported the idea of vehicle signage for program clusters, rather than individual programs. Dan estimated that the cost could potentially be \$2,000-3,000 per vehicle for a partial wrap; full wrap could be up \$4,000-5,000. It was noted that a vinyl wrap has a life expectancy of approximately 3-5 years, depending on whether the vehicle is stored inside or out. Kent asked whether there was research data on the value of vehicle signage. A lengthy discussion was held on this topic, resulting in the Cabinet recommending that MET discuss it further and bring a proposal/recommendation back to the Cabinet for final approval. Gene mentioned the idea of the college purchasing a damaged car, and having Auto Body and Auto Mech repair it and use it for marketing purposes.
AACC Membership	Cedergren	Cindy asked if any members had a need for the college to join this organization at a cost of \$4300. It was determined that membership was not needed.
Distance Course book ordering	Konschak, Huschle	Norma and Brian stated they are working with bookstore staff in changes to the internal process for book ordering for distance courses for spring semester. The changes do not affect the process for students.
Governor's Forum	Cedergren, Retka	Cindy and Jim reported that a Governor's public forum will be held in TRF (either main or airport campus) on Monday, October 10 from 10 am – to approx. 12 noon. This is co-sponsored by Impact 20/20, and will focus on jobs and economic development in the region. It was suggested that perhaps transportation could be provided to students wishing to participate, if the event is held on the airport campus, since

		student attendance is desired. Cindy will inform the Cabinet when details are more firm.
Policy Review	Cedergren	In Becky's absence, Cindy reviewed the revisions being proposed to Procedure #1020P. No questions were raised. Approved.
Shared Gov. Council Agenda	Hanson	Kent asked Jim Retka if he would be ready to present a COI report at the 10/13 SGC meeting; including credit/non-credit offerings. He will prepare information, and may have Kirsten Michalke attend the meeting with him to help address questions if necessary.
State of the College Events	Klug,Hanson	Dan reminded members of the State of the College events on Nov. 2 (EGF) and Nov. 3 (TRF). Kent stated that President Temte may be requesting data from various employees for her presentation, and members were asked to respond promptly to those requests. It was noted that the TRF Open House (specifically for newly remodeled areas), which was originally planned for Nov. 3, has been postponed until February.
Meeting adjourned at 10:10 a.m.		
Next Meeting Date		Thursday, October 13, 2011; TRF 735; 9 a.m.