

President's Cabinet Meeting Minutes

Thursday, October 13, 2011

TRF Campus, Room 735

8:30 a.m.

Attendees: Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Scott Fletcher, Mary Fontes, Bob Gooden, Kent Hanson, Stacey Hron, Shannon Jesme, Norma Konschak, Becky Lindseth, Jim Retka, Anne Temte, Jason Trainer

Absent: Gerry Schulte, Dan Klug, Scott Fletcher, Ron Dvergsten, Gene Klink

Guests:

Topic	Responsible Party	Discussion/Outcome
President's Update	Temte	<p>President Temte recapped the Governor's Economic Summit held at TRF on Oct. 10. It was well organized and well attended, and she thanked those who worked on preparing for the event. Some of the key areas brought up at the summit included: Problems with state regulations in various areas; airport infrastructure; affordable housing; good job market in the region. She will be briefing the governor's office more on the airport needs.</p> <p>President Temte reported that the TRF Community Advisory Committee was meeting today, and the TRF Faculty Emeriti will meet on Friday. She will plan to address some of the perceptions that were brought up in future weekly columns in The Times.</p> <p>President Temte reported that she will address the Board of Trustees next week to request a tuition waiver for UAS program students, since the DOL grant does not allow the college to charge tuition (applies to UAST courses only). This was not made clear when the grant was awarded. The waiver will be in effect until the middle of spring semester 2013.</p>
MSCF Sabbatical App. Process	Lindseth	Becky reported that the deadline for faculty to apply for a sabbatical is at the close of the business day on November 15. Apps must be either received or postmarked no later than that date. It was determined that apps could be submitted to Jim Retka, Brian Huschle, or Norma Konschak.
Assessment for Course Placement	Hanson	Tabled until future meeting.
Closed Captioning	Crittenden	Steve and Mary reported on a memo from MnSCU General Counsel regarding closed captioning on videos used in instruction, and disability and copyright issues. Based on

		this information, faculty will be advised, when purchasing new materials, to purchase those with closed captioning only. In the meantime, if there are students with hearing impairments, the faculty member has a choice of alternatives. This topic will be discussed in detail at the January in-service workshop.
Commuter Bus	Lindseth, Gooden	After discussion, it was determined that due to changes in the bus schedule, the issue of the bus departing before the facility opens was no longer an issue. Discussion was held on moving the bus-rider parking and bus pick-up area to the northeast parking lot at EGF. This will become effective in January and communicated in advance to those riding the bus, and on the website. The current bus schedule needs to be updated on the website.
Job Fairs	Crittenden, Fontes	An issue was brought up about receiving calls from employers who wish to set up a booth or table to advertise employment with their organization. Those types of inquiries should be routed to Cindy Cedergren (TRF) or Karen Meine (EGF), and will follow the same process as other external organization facility use. If employers call to provide job opening information, calls should be directed to Dean Dalen, and he will post the information on the website. After discussion, it was determined that the college would not be offering actual job fairs for the general public at this time. It was recommended that the "Jobs" link on the website be rotated on the home page.
TRF Open House date	Fontes	Mary reported that the date being proposed for the TRF Open House is one of the first three Wednesdays in February. This open house will involve bringing in students from area high schools.
Senior Citizen Fees	Lindseth	Becky shared a memo and chart from the system office, outlining the types of fees that can and cannot be charged to senior citizens. It is important for the business office staff to review this information, for coding purposes.
Art of Supervision/Science Training	Lindseth	Becky noted that it is mandatory (by Minn. Statute) for all supervisors to take these training sessions. If supervisors took this training previously offered by DOER, they do not need to retake them.
Technology Fair	Hron	Stacey and Clinton reported on the Nov. 19 th Technology Fair scheduled in TRF, funded by a TRF Blandin Grant. It was noted that for the next fair, to be held in the spring, maintenance costs should be recovered through the grant. The college should not be expected to bear the cost of overtime salaries, in order to host this event.
Facilities Committee Update	Lindseth, Gooden, Castle	Becky and Bob reported on the following EGF projects and concerns that were addressed by the Facilities Committee and presented the following recommendations: 1. Remodel space for Pioneer 90.1 radio station site;

		<ol style="list-style-type: none"> 2. Office space for faculty with offices with accessibility concerns – faculty should schedule an alternate space in a conference room or classroom when needed; 3. Employee lounge – move to Room 240H; move copier from 240H to reprographics room; 4. Install video conference equipment in Room 222, to accommodate larger groups for meetings, and provide an additional polycom site. The classroom will remain available for regular classes as it is now. <p>All these recommendations were approved by the Cabinet. Bob also noted problems with the bookstore doors and his plans to remedy the problem.</p>
Pioneer Press Data Request	Lindseth	Becky reported that the Pioneer Press will be releasing information in late October that they requested and acquired from MnSCU that includes 6 ½ years of data on state employees who have retired or separated from MnSCU employment, including their name, state ID#, retirement date, bargaining unit, and the amount of their total separation package. MnSCU will provide Human Resources with the data pertaining specifically to NCTC. She noted that the data indicated approximately \$95 million was spent on separation costs in this timeframe within the system. MnSCU will provide talking points for feedback to the media.
Policy Review	Lindseth	Becky presented a new policy, procedure and form-- Stipend to Remove Barriers. This policy is required for the DOL-UAS grant and any stipends paid to students will be funded by the grant. Curtis Zoller is the case manager for the UAS program. The Cabinet approved the proposed policy, and this will be presented at Shared Gov. for review.
Grant Proposal Intents/Updates	Retka	Jim reported that NCTC is partnering with Bemidji State University and 360°consortium for a National Science Foundation grant, which may equate to \$79,000 in subcontracts to NCTC.
Shared Gov. Council Agenda	Temte	Topics on the October 13 th SGC agenda were discussed at length.
Added: Combining CARE and CHEER Funds	Lindseth	Becky asked members for their opinion on combining the existing CARE and Cheer Funds that are utilized and administered on each campus. Informal discussion was held, but there was no resolution or recommendations. It was suggested that perhaps a task group could be formed to discuss this further.
Meeting Adjourned @10:25 a.m.		
Next Meeting Date		Monday, Oct. 24, 2011; Polycom to TRF 735; EGF 115; 9 am