

## President's Cabinet Meeting Minutes

Monday, October 24, 2011

TRF Room 735; EGF Room 115


9 a.m.


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


**Absent:** None

**Guests:**

Topic	Responsible Party	Discussion/Outcome
<p>1. President's Update- Reports on Leadership Council, Board of Trustees, Chancellor's Installation</p> <p>For Chancellor Installation video &amp; speech, Go to: <a href="http://www.mnscu.edu/chancellor/installation/index.html">http://www.mnscu.edu/chancellor/installation/index.html</a></p>	Temte	<p>President Temte reported on the following topics:</p> <ul style="list-style-type: none"><li>• The Chancellor's Installation on Oct. 19 was a very nice ceremony and she urged Cabinet members to listen to the Chancellor's address. She thanked Dan Klug for his participation in the Installation Committee.</li><li>• Considerable discussion about Campus Service Cooperatives continues to be held at the Leadership Council meetings. She has reminded the person heading up the efforts of establishing the cooperative centers that the Swenson House is available for consideration.</li><li>• The term "Office of the Chancellor" consists of only four people – Chancellor Rosenstone, Nancy Joyer, Colleen Thompson, and Janice Kwallek. The rest of the MnSCU staff will be referred to as "the system office" in future references.</li><li>• The "Grad Planner", part of the Students First Initiative, is not moving forward toward implementation.</li><li>• Interviews at the system office for Vice Chancellor of Academic and Student Affairs are set for Nov. 8<sup>th</sup> and Vice Chancellor of Advancement are set for Nov. 10<sup>th</sup>. Some of the interview sessions will be made available for remote participation, with more information on this to come.</li></ul>

		<ul style="list-style-type: none"> <li>Chancellor Rosenstone will be attending and presenting at the Nov. meetings of the Advancement Directors and the CFOs.</li> <li>Tuition waiver request for UAST courses was approved by the Board of Trustees on Oct. 19. A summary of the meeting can be found on the MnSCU website/Board of Trustees link. This news is ready to be included in UAS advertising.</li> <li>Pioneer Press article - \$93 million is the final total of the separation packages of MnSCU employees over a 6 ½ year period. This information will be released to the press on Friday, Oct. 28<sup>th</sup>. We are to refer all inquiries about the article/information to Melinda Voss at the system office – (651) 201-1804, since they received the request for information and it was released from their office.</li> </ul>
2. Recap of meeting with Chancellor & key staff re: UAS	Temte	<p>President Temte summarized the meeting with the Chancellor and his staff on October 20<sup>th</sup> regarding the UAS program, grant administration, and key issues surrounding these areas. This week meetings are scheduled on campus to establish the work plan for administering the new DOL grant.</p> <p>President Temte asked what we can do to focus on other aspects of the college – in terms of seeking external resources for program clusters, such as allied health, building trades, transportation, and possibly fine arts.</p>
3. Recommendation from MET 	Trainer	<p>Jason reported that the Marketing and Enrollment Team (MET) recommended that the college invest in vinyl wraps for college vehicles. They recommend the wraps be designed for college-wide marketing, not program or cluster specific. Jason stated he had researched the use of wraps at other colleges, and found that many do have them, and are primarily focused on college-wide advertising. Discussion was held on other details, such as which vehicles to wrap, cost, etc. It was estimated to cost \$2700 per vehicle; peak times for recruiters on the road are from late August-October; all recruiters will be expected to utilize the wrapped cars, for best exposure while recruiting. The Cabinet supported the concept of wrapping one new car recently purchased for East Grand Forks, and one in Thief River Falls, when the next appropriate vehicle is due to be replaced.</p>

<p>4. Week to waive application Fee</p> 	Crittenden	As part of a national initiative through the Council of Chief Staff School Officers (CCSSO), and the State Higher Education Executive Officers (SHEEO), Governor Dayton will be proclaiming the week of November 14-18, 2011 as Minnesota College Application Week. This initiative will allow underrepresented students from 17 specific high schools within Minnesota to submit an application to any MnSCU college with no application fee charged. Lincoln High School is one of the schools on the list. After discussion, the Cabinet supported a recommendation from the Diversity Committee to implement this waiver during that week.
5. Facilities Committee Concern	Fontes	Mary stated that some campus facility issues are not being handled in a timely manner, particularly in instances when the issue does not get on the Facilities Committee agenda. After a brief discussion, it was determined that campus management team meetings will be reinstated on each campus, to handle such issues that do not need committee review or recommendation, or must be acted on without delay. Becky suggested that Mondays at 9 a.m. be placed on the calendar for anyone on the Cabinet to attend a management meeting whenever an issue needs discussion.
6. Non-Discrimination Complaint Procedure; SOP for Complaint Process	Lindseth	Becky reviewed the changes made to the procedure and shared a Standard Operating Procedure for implementation of the procedure. She will call a meeting in 2-4 weeks of all the administrators who have been trained as investigators (Steve, Mary, Brian, Dan, Biggi, and Norma) and decision makers (Mary, Kent, Steve, Ron, and Norma) as it relates to this policy/procedure.
7. Nov. 10 <sup>th</sup> Presentation to Cabinet	Lindseth	Becky reported that Renee Hogoboom from the system office will be on campus on Nov. 9-10, and plans to make a 1-hour presentation at the Nov. 10 Cabinet meeting. After learning that several members will be absent on Nov. 10, she will make arrangements to have the presentation recorded and those absent will be required to view the recording. It was suggested that an ITV room may be available for recording capabilities.
8. Nov. 2-3 State of the College Events	Temte	President Temte reported that these events are owned by the respective Chambers of Commerce. She is working with Sherry Lindquist, Kent Hanson, and Dan Klug on presentations for the events. She asked that anyone having anecdotal information about students' successes forward them to her.
9. Feb. 1 <sup>st</sup> TRF Open House	Klinke	Gene reported that Feb. 1, 2012 has been selected for the TRF Open House date. Hours will be from 11 a.m. – 2 p.m. for high school students and from 4-7 p.m. for the general public. He will be sharing this information tomorrow at the Regional High School Counselors meeting. Post cards will be sent to high school students who have

		<p>expressed interest in any of the newly remodeled programs – Massage Therapy, Automotive, Auto Body, and New Media. This Open House will be for all areas of the college; classes will not be canceled, but demonstrations will be provided in all programs interested in participating. A question was raised as to whether or not support staff will be needed during the evening hours, such as the bookstore. Once known, Gene will inform the appropriate supervisors of those employees who may be needed during that timeframe. Becky recommended that overtime be paid, rather than adjusting work schedules for this one-time occurrence.</p>
<p>10. TRF Revitalization Task Group Reports</p>	<p>Hanson, Klink</p>	<p>Kent Hanson is working with a group on academic scheduling topics. Gene is working with a group to discuss high school outreach and relationships. It was recommended that another open meeting for all interested employees be scheduled to present the seven categories identified in the original group, and to select three major ideas/goals to focus on, since not all the ideas generated are feasible to implement or influence. President Temte will communicate this next step in a memo to all employees.</p>
<p>Other Good News ☺</p>		<p>Jim reported that the National Science Foundation grant application was submitted last week. Congrats! Shannon reported that the FY11 year-end balance was \$7,000 in the black! Good news, compared to what was expected after accruals were paid. Great job Shannon!</p>
<p>Meeting Adjourned at 10:25 a.m.</p>		
<p>Next Meeting Date</p>	<p>Thursday, November 10, 2011; EGF Campus, Room 115; 9 a.m.</p>	