

## President's Cabinet Meeting Minutes

Thursday, November 10, 2011

EGF Campus, Room 115 & 292

9 a.m.

**Attendees:** Rocky Ammerman, Clinton Castle, Cindy Cedergren, Dean Dalen, Ron Dvergsten, Mary Fontes, Bob Gooden, Kent Hanson, Shannon Jesme, Norma Konschak, Becky Lindseth, Jim Retka, Anne Temte.

**Absent:** Stacey Hron, Brian Huschle, Dan Klug, Scott Fletcher, Steve Crittenden, Gene Klinke, Jason Trainer, Gerry Schulte

**Guest:** Renee Hogoboom, MnSCU

Topic	Responsible Party	Discussion/Outcome
January In-Service Discussion	Konschak	<p>Thurs, Jan. 5 – Location-TRF; Norma shared a number of topics that could be included, and several others were added by members. The following may be considered for general information sessions and/or concurrent sessions:</p> <ol style="list-style-type: none"><li>1) What areas of the college could be served by fundraising strategies;</li><li>2) Engaging students in the classroom</li><li>3) Classroom management strategies</li><li>4) Update on College in the High School Accreditation</li><li>5) Potential speaker from Governor's Summit</li><li>6) Institutional Learner Outcomes</li><li>7) Imagery Analyst Overview</li><li>8) Insight – book ordering system</li><li>9) (2) Key Initiatives – Strategic Enrollment Management Plan; Fundraising (follow-up to Nov. 28 meeting with Fox Consulting)</li></ol> <p>Norma will incorporate these topics into the agenda and bring back a draft schedule. It was noted that time would not likely allow bringing in a speaker for a portion of the day.</p>
Implementation Strategic Framework	Temte	President Temte asked members to read this document from the chancellor and bring comments/ideas to the next meeting.
NACEP Conference Update	Konschak	Norma reported on a recent conference she and Rich Johnson attended for NACEP Accreditation. We will be notified in July if our accreditation is approved. Discussion followed.
Personnel Update	Lindseth	Becky reported the following lay-off notices were issued: (2) full-time unlimited faculty (1 FBM, 1 Specialty Crops); (3) part-time unlimited faculty (FBM); (1) AFSCME - EGF

		<p>Electrician position. Tim Bergerson will serve both campuses as Electrician-Master of Record.</p> <p>Positions currently posted: OAS position in Custom Training – EGF; Aviation faculty #4; MnSCU Academic Program Manager 3 – grant funded positions (UAS &amp; Imag. Analyst programs)</p> <p>Resignation – Angela Sand, Cardiovascular Tech faculty</p> <p>To Be Posted: Temporary Library Aide – EGF – for maternity leave replacement</p> <p>She reported on the status of the EGF bookstore positions.</p>
HR Transaction Processing Update	Lindseth	<p>Becky explained the changes in assignments while Michelle Bakken is on maternity leave. Michelle Benitt will assume that position as a work-out-of class assignment. An agreement with Central Lakes College has been developed to process all HR transactions in Michelle Benitt's absence from that position, from Nov. 1-Feb. 28. She noted that Wednesdays will be the weekly deadline to submit a Grouplink ticket that warrants an HR transaction, in order to get it processed in a timely manner. Becky reported she is working on a campus service cooperative proposal for payroll processing.</p>
Non-Discrimination Policy/Procedure	Hogoboom	<p>The cabinet meeting was adjourned to attend a one-hour presentation from Renee Hogoboom on MnSCU's (and NCTC's) Non-Discrimination Policy and Procedure. She reviewed the key areas of the policy and procedure and addressed questions from members. She left some scenarios that could be discussed at the next Cabinet meeting. The presentation was recorded for members who were absent. They will be required to view the presentation. The cabinet meeting resumed after the presentation.</p>
Facilities Committee Structure	Lindseth	<p>Becky reported that the Facilities Committee meetings will be restructured to first address college-wide issues as a group, and then disconnect polycom to discuss campus related issues on each campus. Clinton and Bob will serve as co-chairs on their respective campuses. Julie Fenning will record minutes at EGF; Cindy Cedergren at TRF. It was determined that faculty will be asked to seek (2) faculty reps to serve on this committee, versus one, to have more faculty participation in committee discussions.</p>
Concerns Routed through committee structure	Lindseth	<p>A lengthy discussion was held on the process and the need to relay concerns through the committee structure, rather than forming other small groups to address college or campus issues. There may be times when matters need to be discussed at the Campus Management meetings rather than through a committee. But in most cases, they</p>

		should be forwarded to a committee management lead, chair, or member to place the item on a committee meeting agenda.
Policy Review	Fontes	Mary noted a revision to #3070-Satisfactory Academic Progress, due to MnSCU procedure changes. This change is effective immediately. Cabinet approved.
Grant Proposal Intents	Dvergsten	<p>Ron reported on the following grant proposal intents:</p> <ol style="list-style-type: none"> <li>1) Minn. Ag Education Leadership Council (MAELC)- \$10,000 (1 year)</li> <li>2) North Central Risk Management Education Center - \$50,000 to offset costs to offer risk management training to farmers (1 year) – system-wide grant</li> <li>3) USDA - \$800,000 max. award – to serve socially disadvantaged population – 2 years - system-wide grant</li> </ol> <p>All of these proposals are due within the next month. Kent, Jim, Anne, and Ron need to meet soon to discuss grant management roles, with respect to changes in Ron's position.</p> <p>A Green Energy grant opportunity was also mentioned – President Temte inquired about the potential training opportunities with the new ethanol plant in Hallock.</p>
Shared Gov. Council Agenda	Temte	President Temte reviewed the agenda for the Nov. 10 meeting.
Budget	Jesme	Shannon reported that the state budget forecast will be released in early December.
Bookstore Profit Expenditures		None
TRF Revitalization Task Forces	Konschak	Norma reported she has met twice with the scheduling task group; the group has changed their opinions of exploring mini-mester scheduling.
ImageNow Billing		Discussion was held regarding a billing due in FY11 to Mankato for Image Now. Those involved in this topic will check into this issue.
Meeting Adjourned @ 11:35 am		
Next Meeting Date		<b>Due to administrator absences, the Nov. 28<sup>th</sup> meeting was rescheduled to Tues, Nov. 29 from 8:30-11 a.m. – via polycom EGF 115; TRF 735.</b>