

## President's Cabinet Meeting Minutes

Thursday, December 22, 2011

TRF Room 735; EGF Room 115

9 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, Gene Klinke, Norma Konschak, Becky Lindseth, Jim Retka, Anne Temte, Jason Trainer

**Absent:** Ron Dvergsten, Gerry Schulte, Dan Klug

**Guests:** Andrew Dahlen, Kirsten Michalke

Topic	Responsible Party	Discussion/Outcome
VEX Robotics Tournament Request	Andrew Dahlen	Andrew shared background information on VEX Robotics - formation of teams, funding sources, worldwide competitions, and the local competition scheduled at the TRF Campus on Friday, February 24, 2012 from 8 a.m. – 5 p.m. He noted that 360° has invested \$150,000 to expand the Vex Robotics competition statewide, with a goal to establish 60 teams in Minnesota in 2011-12 (currently there are only 8 teams in Minn). Andrew asked for manpower support in hosting the tournament on Feb. 24, in areas such as facilities, PR/Marketing, IT, DJ, concessions, emcee/announcer, guest speaker, crowd control, judges, referees, inspectors, and floaters. He expects approx. 120 students (grades 7-12) to participate in the competition. Steve Crittenden volunteered to make arrangements with the athletic dept. for concessions and provide suggestions for a DJ, Anne Temte volunteered herself and John Davis as possible judges; Scott Fletcher volunteered to speak with Biggi and Curtis about the possibility of assisting; Other names suggested were Jim Jesme & CJ students to assist with crowd control; Del Wright and New Media students; It was suggested that Andrew also make a pitch at the next faculty meeting to seek faculty volunteers. Andrew will give the Cabinet an update on any unmet needs closer to the event date. This event is open to the public to observe, and area schools may also be invited to observe.
CIP 2010 Conversion	Konschak	Norma shared information about a conversion, and any needed changes will be discussed at a Deans and Supervisors meeting.
Photos on Monitors	Fontes, Gooden	Mary and Bob relayed a request from the EGF Student Senate President (via a Facilities Committee meeting), regarding displaying photos of Student Senate and college leadership on TV monitors on each campus, so students can get to know the faces of those in leadership roles. It was recommended that photos and brief bios of Anne,

		Kent, Mary, Brian, Steve, and Norma could be posted on each campus. Jason Trainer will work on this with each administrator when time permits. It was noted that not all these individuals have updated photos on the web, and Jason was asked to try to arrange to have a photographer available at the Jan. 5 <sup>th</sup> in-service for employees who need their photo added/updated.
Finance/Admin. Review Group	Temte	President Temte shared the basic framework for capital budget guidelines for FY2014-19 program development being discussed by a statewide finance and administration review group. Discussion was held regarding participation in the review team, debt service/framework allocation, and class size vs. classroom sizes (right-sizing).
Facebook Usage	Fontes, Trainer	A lengthy discussion was held regarding usage of Facebook on college computers. A single institutional Facebook account will be put in place where admissions reps can respond quickly to inquiries from prospective students for recruiting purposes. Stacey Hron stated that from a technical standpoint, the use of Facebook in this manner will no longer create problems, using the employee's office computer, regardless of access to student data. It was noted that FERPA issues still apply on Facebook, and may even run higher risks of violations of privacy. It was recommended that employees who wish to or need to communicate with students via Facebook be made aware of the risks.
Perkins Site Visit	Dalen	Dean Dalen shared a draft of the Jan. 24-25 Local Consortium Monitoring Visit with Northland and Pine to Prairie Consortium. He stated the purpose of the visit is to verify that the college and Pine to Prairie are doing what the grant intends. The collection of information is in progress. Discussion was held on what/who could present information about new program initiatives (possibly Scott or Biggi); Kent volunteered to develop a ½-hour presentation on various academic initiatives. Dean will find out if a tour of the aviation campus can be included in the schedule. A team of approx. six people from the Minn. Dept. of Education and the system office will be conducting the visit. Dean is working closely with Murray Turner, Director of Pine to Prairie Cooperative Center, and the high schools included in the consortium.
Management Education	Temte	President Temte and Jim Retka noted that major curricular changes in Management Education will be implemented in FY13, changing the core learning component to 60 credits; credits taken beyond 60 will be more specialized/current trends courses and will be charged a surcharge. Ron Dvergsten predicts a 10-15% drop in enrollment when these changes are implemented.

In-Service handouts	Temte	Cindy Cedergren volunteered to copy and compile all handouts for the Jan. 5 <sup>th</sup> faculty in-service workshop. Please submit materials to her by Jan. 3 <sup>rd</sup> .
Enrollment Update	Ammerman	Rocky reported that FYE for the year is currently down 4% over last year at this time. FYE for spring semester is down 4%, but headcount is up 6%. Online FYE is up 20%.
Meeting adjourned at 10:35 am		
Next Meeting Date		Friday, Jan. 6, 2012; TRF 735; EGF 115; 9 am

ccedergren/Cabinet/Cabinet 2010-11/Cabinet minutes 11\_12\_22