



President's Cabinet Meeting Minutes

Friday, January 6, 2012

TRF #735; EGF #115

9 a.m.

Members Present:

Clinton Castle, Cindy Cedergren, Steve Crittenden, Scott Fletcher, Mary Fontes, Bob Gooden, Kent Hanson, Biggi Haraldsson, Stacey Hron, Shannon Jesme, Gene Klinke, Dan Klug, Becky Lindseth, Jim Retka, Anne Temte, Jason Trainer

Absent: Rocky Ammerman, Norma Konschak, Brian Huschle, Ron Dvergsten, Dean Dalen, Gerry Schulte

Guests:

Topic	Responsible Party	Discussion/Outcome
1. President's Update; Strategic Development Planning Update	Temte	<p>President Temte encouraged members to thank their employees who worked over the semester break – keeping in mind that not all employees are off during breaks – some departments have peak loads during that time.</p> <p>President Temte reported that the Strategic Development Steering Committee had a productive first meeting on January 5th. There is a good group of employees who are already +1 contributors to the college. She encouraged participation in the on-line survey released yesterday, due on January 20th.</p>
2. Northland Sub-brand policy & style guide	Trainer, Klug	<p>Dan and Jason presented information on a Communications and Design Style Guide, focusing on sub-brand information. This information had previously been reviewed by Anne and Kent, and MET. Discussion was held on various aspects of sub-branding. Logo hierarchy consists of: College logo; Sub-branded logo; Badges, Crests & Emblems. A proposed policy was shared and it was determined that the current policy and procedure are adequate, but the details about logos, sub-brands, and badges/crests & emblems should be updated in the Style Guide which dictates the usage of these graphics. It was noted that projects that don't involve the use of logos require no pre-approval from MET. If a logo is used, MET approval is required. Discussion followed. It was determined that athletics projects are exempt from requiring MET approval, but must be approved by Steve Crittenden, who serves on MET. Coaches requesting uniform changes require the approval of Steve Crittenden before ordering. MET can approve projects via</p>

		email, if the MET meeting schedule would cause delay on a project's timeline. Shannon Jesme reminded members that we need to "Buy American" if state funds are utilized for purchases. (Complete presentation is posted with these minutes).
3. Student Life Fees	Crittenden	Discussion was held on the current status of student life fees: students taking courses through the online consortium pay \$3/credit; TRF students pay \$6.60/credit; EGF students pay \$4/credit. It was noted that most online students also attend on-campus classes. It was suggested that administration consider proposing increases in fees for FY14. Changes in technology fees, student life fees, and differential tuition need more discussion. Shannon Jesme will set up a meeting for further discussion. It was noted that conversations with the consortium are needed to allow colleges to change student life fees within the consortium. Discussions with student senates need to begin soon.
4. All-Employee meetings	Temte	President Temte asked for input and assistance in presenting information at all-employee meetings. Ideas that were mentioned were: Accounting on the Web (Shannon); Foundation update (Dan – later on this spring); Info on Hobson's (Mary).
5. HR Transaction Processing	Lindseth	Becky reported there have been some glitches in some HR transactions recently, and they are being resolved. Michelle Benitt will resume her HR transaction duties when Michelle Bakken returns to full-time status following leave.
6. Payroll Processing	Lindseth	Becky reported that the college has entered into a contract with Central Lakes College through FY12 for payroll processing. She stated it is key that supervisors thoroughly review timesheets of their employees to ensure accuracy. She stated the rationale for this contracted service is primarily to provide depth in trained personnel. Currently Tiffanie Bieganek is the only HR staff member who is trained to process payroll. Another reason for this change is to allow the college to return Tiffanie's position to a 75% position, as it is classified. This is not designed to be a cost-savings measure, but it is similar to a campus service cooperative agreement, and MnSCU colleges are strongly encouraged to enter into campus service cooperatives in various areas.
7. Passenger Van Training	Lindseth	Becky reported on the decision to offer the passenger van training and the rationale for charging departments \$25 per student. She noted that Shannon Boen and Jesse Adkins will provide the in-house training. All employees and students needing to drive a 12-passenger van are required to undergo this training. She asked for support on the decision to charge for students to take the training. Becky will visit with Norma Konschak and Brian Huschle on this topic and its impact.
8. Budget – FY13 Integrated Budget Planning Calendar	Jesme	Shannon Jesme shared the updated budget planning calendar and noted that the budget request process for FY13 will begin soon.

9. Credit Card Standard Operating Procedure	Jesme	Shannon noted that issues had arisen recently regarding sales tax being charged on college credit cards. The Standard Operating Procedure will now be posted with the policy/procedure on the website to ensure more visibility of purchasing restrictions.
Meeting Adjourned at 10:40 a.m.		
Next Meeting Date		Thursday, January 19, 2012; EGF Campus #115; 9 a.m.