



President's Cabinet Meeting Minutes

Thursday, March 1, 2012

TRF Campus, Room #735; EGF Campus Room #115; Aviation Campus

9 a.m.

Members Present:


Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergsten, Scott Fletcher, Mary Fontes, Bob Gooden, Kent Hanson, Biggi Haraldsson, Stacey Hron, Shannon Jesme, Gene Klinke, Dan Klug, Norma Konschak, Jim Retka, Gerry Schulte, Anne Temte, Jason Trainer, Curtis Zoller

Absent: Becky Lindseth

Guests:

Topic	Responsible Party	Discussion/Outcome
1. Out of State Travel	Crittenden	<p>Steve stated there is confusion or misunderstandings about the approval process for out of state travel, particularly to border cities, involving student participation. Employees can travel to Grand Forks or Fargo without pre-approval for out of state travel. But when students are being transported via college vehicles, employees must then have pre-approval. The topic of EGF graduation and a pinning ceremony was discussed, since they are scheduled in Grand Forks, and students are voluntarily attending these college-sponsored activities. Shannon Jesme will seek legal advice from the system office on whether approval applies in those cases, even though the college doesn't generally transport the students to these activities. It was noted that the approval for out of state travel form should include a supervisor's signature for approval, so that when it is sent to the president, she knows it has been approved by the respective supervisor.</p> <p>More discussion was held on pinning and other program ceremonies that are scheduled off-campus --costs involved, liability to college, etc. It was decided that Mary, Steve, Brian, Norma, Kent, Anne, Becky, and Shannon meet to discuss further and develop guiding principles on this subject.</p>
2. Publishing graduates by campus	Huschle	<p>Brian relayed concerns expressed by faculty regarding the press release on TRF campus fall semester graduates. Graduates from the college as a whole should have been published together. It was determined that the EGF campus information may not have</p>

		been readily available due to the transition in the EGF Registrar's office. There was no intent to favor one campus over the other, and future releases on topics that are considered college-wide will not be published as campus-specific.
3. Budget Proposal to Student Senates	Crittenden	<p>Steve reviewed the information that was shared with EGF Student Senate this week, and will be shared with TRF Student Senate on March 12. Administration proposed the following:</p> <ul style="list-style-type: none"> • Increase the technology fee (college-wide) to \$9.00/credit (a \$.68 increase); • Increase the EGF and distance ed. Student Life fee to \$6.60/credit (equivalent to TRF), with a MnSCU-mandated cap of \$112.50 per term; With the increase in student life fees, the EGF Campus would generate funds for the development of a health and wellness center at the campus. • Differential Tuition – Phlebotomy, EMT Basic, and FBM courses were added to the list of courses with differential tuition; • Administration presented rationale for each of these increases in tuition and fees.
4. Front-Line Conference	Cedergren	In Becky's absence, Cindy relayed information from Becky that employees traveling and participating in the Front Line Conference on March 6-7 cannot be paid overtime for travel time, if hours exceed their normal working hours, nor can they flex their hours or change their schedule for that purpose. Supervisors who had recently attended MnSCU supervisory training were told that employees must be compensated whether they are working at or attending a meeting or conference on a voluntary basis. This contradicts what MnSCU is saying regarding AFSCME and MAPE participation in the Front Line Conference. Becky will be asked to look into this matter further and inform the Cabinet with clarification.
5. FY12 Budget	Jesme	Shannon reviewed an updated FY12 budget. The report indicated a deficit balance of (\$44,227), and with cash to accruals, the net loss would be (\$544,227). She reviewed an FY12 tuition calculation worksheet, based on 2,750 FYE, generating projected tuition revenue of \$12,950,458. Current un-collectibles for the current year total \$321,601, but may change significantly after April 1 st . Distance Education tuition and FYE was discussed. Discussion was held on future supply budget distribution, taking into account programs needing higher supply budgets due to enrollment increases. Jim, Brian, Norma, and Shannon will meet to discuss a plan for future supply budget distribution in academic programs. Data on the 3-5 year actual supply expenditures and FYE per program will be needed for this discussion. This topic may also be

		discussed with Shared Governance Council this spring or next fall.
<p>6. FY13 Budget</p> 	Jesme	<p>Shannon reviewed an updated FY13 budget, which indicated a (\$328,175) balance before cash to accruals and a (\$828,175) balance with cash to accruals included (with a 4% tuition increase). The report included scenarios for tuition increases of 3%, 3.5%, and 4%. The personnel budget was built on an assumption of a 3% increase in benefits, salaries, etc. It appears that further reductions of approximately \$800,000 may be needed to balance the FY13 budget. President Temte asked all members to consider any areas where reductions can be proposed. Reductions in fleet vehicles and procurement card expenditures are already being researched.</p> <p>The FY13 budget requests will soon be released by DeeDee Johnson, and will then be reviewed and prioritized within each of the following areas: Academics, Administrative Services, President/Foundation/Advancement/COI, before presenting to Cabinet.</p> <p>Shannon expressed concern about the decrease in FYE. Gene was asked for his outlook/perception on enrollment for fall 2012. He reported that the number of campus tours (and number of people in the tours) are up. Discussion followed on the topic of open houses and career expo days for next year. MET was asked to discuss these further, establish a plan and set dates for the upcoming year.</p>
Other Announcements		<p>Summer and Fall Schedules will soon be online.</p> <p>President Temte stated that shared services are a prominent topic within the Leadership Council discussions.</p>
Meeting Adjourned at 10:45 a.m.		
Next Meeting Date		Thursday, March 15, 2012; EGF 115; 9 a.m.