



President's Cabinet Meeting Minutes

Thursday, March 15, 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, Bob Gooden, Kent Hanson, Biggi Haraldsson, Stacey Hron, Shannon Jesme, Norma Konschak, Jim Retka, Gerry Schulte, Anne Temte, Curtis Zoller

Absent: Scott Fletcher, Mary Fontes, Dan Klug, Jason Trainer, Ron Dvergsten, Gene Klinke

Guests:

Topic	Responsible Party	Discussion/Outcome
Follow-up on Staff Conference Overtime	Lindseth	Becky clarified that the overtime discussion at the last meeting applies only to the Frontline Conference for AFSCME and MAPE employees. It does not apply to other situations where overtime may be required. Further discussion may need to be held on the topic of employees volunteering their time for assisting at special functions sponsored by the college outside of normal work hours. There is still confusion on that topic.
2012-13 Master Committee Chart	Cedergren	Cindy asked for any additional changes to the chart before it's brought to Shared Governance Council in April. Discussion was held on the Program Sustainability Committee – the meeting schedule will read “meets as deemed necessary”; Moved NCA Steering Committee on chart; Changes to Mgmt. Leads were made.
PACE Survey (Personal Assessment of the College Environment)	Lindseth	Becky reported that 7 or 8 colleges are securing this service through a contract with MnSCU for a reduced cost of \$2,000 (50% off regular price). She stated it will be sent to all employees either the first or second week of April. The survey is designed to determine strengths of the college and areas of improvement. Becky will share the survey questions with Cabinet members this week.
Personnel Update	Lindseth	Becky reported on several new hires and transfers: Associate Registrar – Bobbie Taylor OAS Intermediate - Nsg-EGF – Brittany Baker hired as a temporary employee. This position that supports the nursing programs will be reclassified to a MAPE level position.

Personnel Update (continued)		<p>Temp. EGF Library Tech – Cindy Erickson (leave of absence replacement) Case Manager - Jason Wehry - starting April 2. Grant Support Officer - Anton Bergee Imagery Analyst Program Specialist - Brandy Clory Avionics/UAS Program Specialist – Tom Biller Accounting Officer – George Bass – starting 3/26 ITS I – EGF – Jason Misialek General Maintenance Worker – EGF – Anton Dauksavage Director of Foundation Operations – Lars Dyrud</p> <p>Posting or search process in progress:</p> <ul style="list-style-type: none"> • Machinery Repair Worker • (2) MnSCU Academic Professional 5 • UAS faculty (reposting) • Dean of Nursing
Leadership Council Update	Temte	<p>President Temte reported on discussions regarding campus service cooperatives, with Colin Dougherty, Associate Chancellor of Finance, leading the efforts. Information on efficiencies gained from the cooperatives was shared with presidents, using data from MnSCU colleges' HR offices. The information indicated that Northland's projected savings could be \$698,000. She stated that this move to campus service cooperatives may be done through attrition at some colleges. We have to figure out how to make this work best for Northland. Colin Dougherty plans to be here on May 2 and more information will be shared with Cabinet after that meeting. A member suggested that "experts" in each of the bargaining unit categories could be grouped, instead of "functions".</p> <p>Cooperative sourcing in custom training is also being considered; who can best provide specific training; what can we be the best in? The regional economic sector meetings occurring this year will provide some direction in which colleges or regions will focus their efforts.</p> <p>President Temte stated that the presidents will be evaluated on system-wide diversity goals for the first time. With the enrollment decline in students of color in nursing, we will likely not be able to sustain the numbers we had previously.</p>

		President Temte commended Rocky Ammerman and staff on a recent progress report on “Smart Transfer” requirements.
Strategic Dev. Planning Steering Committee	Temte	The second meeting of this committee met on March 13. President Temte reported that the survey administered yielded a few new ideas, and a deans and supervisors meeting held recently added more ideas. The integration of UAS into other programs was discussed with the committee. She reported that the Margaret Cargill Foundation is seeking proposals for initiatives for Native American populations and emergency response programs. In April, a small group of local experts from the EDC, UND, Digi-Key, and others will conduct a panel discussion to talk about trends and opportunities in the region, state, and nation. This will be open to all employees.
Noel Levitz Visit	Temte	Jason Trainer had shared the schedule for the April 4-6 visit from a Noel Levitz consultant, which involves all Cabinet members at various times. It was noted that additional times should be set up for open discussions with other faculty and staff who are not already on the schedule. Norma will contact Jason on the suggested times in the schedule to add these sessions.
Polycom Meetings	Temte	President Temte relayed a concern that employees should be made aware of relating to polycom usage in conference room. The NETS office generally makes a polycom connection a few minutes before a meeting is set to begin. If the conference room is being utilized by another group, prior to your meeting, that is not utilizing polycom, the connection may be made without the knowledge of the group in that room. If the monitor’s screen is not turned on, they would not be aware of another party being able to hear their conversation. In order to avoid this situation, it would be wise to either mute the speaker in the room, or turn on the unit to view the screen, so both parties would know there is someone in the other conference room. This was shared because there are frequent conversations held in conference rooms with polycom units, that are considered confidential personnel matters.
Student Life Budget	Crittenden	For developing the FY13 Student Life budget, Steve asked if the bookstore profits designated for kitchen expenditures in the previous budget should remain the same (\$15,000 for each campus). It was agreed to keep that amount in the budget. He brought up the line item for Tri-Valley bus services. It was noted that an average of 20 students are riding the bus now, in addition to 2-3 employees. Discussion occurred on whether or not the service was affecting enrollment. Steve noted that Tri-Valley will be polling students to find out whether they would attend Northland with or without the free transportation. Steve was asked to make a formal recommendation to the

		Cabinet, after more information is provided by Tri-Valley, on whether or not to continue subsidizing this service in FY13.
Athletics Proposal	Crittenden	<p>Steve noted that in the TRF Campus revitalization meetings, expansion of intercollegiate athletics was noted as a potential for enrollment growth. He proposed that the college submit an intent to add men's wrestling as an intercollegiate sport in 2013-14. He reported there are 26 college teams located within 1-2 hours of TRF. He proposed that bookstore profits be used for start-up costs only (estimated at \$27,000). Coaching salaries would be paid from the general fund, and annual operating costs would be funded with student life fees. There would be opportunities for sharing some services with Lincoln High School. Discussion was held and approval was given to submit an intent to NJCAA, indicating we are strongly considering adding this sport in 2013-14. If approved, this would require us to hire a part-time head coach in 2012-13 to recruit and establish the program. It was noted that the wrestling course would need to go through the AASC approval process.</p> <p>Steve reported on the idea of establishing women's soccer at the EGF Campus sometime in the future.</p>
Policy Review: <ul style="list-style-type: none"> • # 5025 Security Camera Access (new) • #6010P Parking Procedure (revised) • #2035/2035P Students with Disabilities Policy/Procedure • #3340 Assessment for Course Placement (info only) 	Lindseth, Huschle	<ol style="list-style-type: none"> 1) #5025 Security Camera Policy: Becky reviewed the draft policy and some discussion was held. Cabinet approved; ready for the SGC review process. 2) #6010P Parking Procedure – Becky reviewed changes to the procedure; some discussion occurred regarding overnight parking on campuses. The procedure will be reworked and resubmitted to Cabinet. 3) #2035/2035P Students with Disabilities Policy/Procedure – Steve reviewed the changes and discussion was held. Revisions were approved. 4) #3340 Assessment of Course Placement Policy – Brian reported that the proposed revisions to this policy were not approved by AASC, and the current policy will remain in effect; it may be revised next year. Discussion was held regarding Accuplacer cut scores and changes in ACT test scores.
Shared Governance Council agenda		The March 15 th SGC agenda was reviewed.
Other	Temte	President Temte announced that the college had received a gold medal for best in the nation, by the NCMPR (National Council for Marketing and Public Relations), for the on-line viewbook. Congrats to Jason Trainer and staff on this accomplishment. Jason and Dan were attending the national conference this week and will accept the recognition at that event.

		Rocky Ammerman reviewed some changes in MnSCU policy for fall semester 2012 regarding the registration cancellation for non-payment. The advisors are relaying the information to students now.
Meeting Adjourned at 10:45 a.m.		
Next Meeting Dates		Special Meeting: Thursday, April 5, 2012; TRF 735; EGF 115 – 9:45-10:30 a.m. with Noel Levitz Consultant Next Regular Meeting: Friday, April 6, 2012; TRF 735; EGF 115; 9 a.m. – 12 noon; beginning with Noel Levitz wrap-up presentation.

ccedergren/Cabinet/Cabinet 2011-12/March 2012/Cabinet minutes 12_03_15