



## President's Cabinet Meeting Minutes

June 21, 2012

TRF Campus, Room 735; EGF Room 129

9 a.m.

### Members Present:

Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergsten, Mary Fontes, Bob Gooden, Kent Hanson, Stacey Hron, Shannon Jesme, Gene Klinke, Norma Konschak, Becky Lindseth, Jim Retka, Gerry Schulte, Anne Temte, Jason Trainer

**Absent:** Dan Klug, Scott Fletcher

### Guests:

Topic	Responsible Party	Discussion/Outcome
1. President's Update	Temte	<p>President Temte reported on the following topics:</p> <ul style="list-style-type: none"><li>a) Board of Trustees declared Swenson House as state surplus property; will move forward to sell the property.</li><li>b) Administration is having conversations with potential developers of student housing in TRF.</li><li>c) Reviewed annual evaluation meeting with Chancellor:<ul style="list-style-type: none"><li>- FY13 draft Institutional Plan will be reviewed first by President's direct reports – will focus on academic quality and student success; portions of the plan will be reviewed in small groups;</li><li>- Fiscal sustainability – NCTC's goal is to exceed 1.5 CFI – the Chancellor and Board want 3.0 CFI or greater. Much deeper cuts would have to be made to reach that level.</li><li>- Campus Service Cooperatives – we need to figure out ways we can collaborate and be cost effective.</li><li>- MnSCU FY13 budget was approved by Board of Trustees – they still have concerns about differential tuition rates.</li></ul></li></ul>
2. Tri-Valley Bus Update	Crittenden	<p>Steve reported on results from a survey conducted by Tri-Valley. 25 people rode the bus on a regular basis (2-3 employees, remaining were students); A lengthy discussion was held on whether to continue subsidizing the bus service to the campuses, selling passes, etc. Steve recommended, and the Cabinet supported continuing with a contract for 2012-13 for the same amount as 2011-12 (\$12,500), using bookstore</p>

		profits to fund it. It was noted that some of the proceeds from the exclusive beverage contract will go into bookstore funds and be designated for the kitchen equipment budget, freeing up bookstore funds for the bus contract. It was noted that with the potential building of student housing in TRF, the need for a bus service between campuses may decrease, possibly by fall 2013.
3. CEMRS Software	Konschak	Norma reported on the status of the classroom/event/meeting room scheduling software being piloted by five MnSCU colleges. There are a number of steps to take before the program will be ready for use here. The Cabinet supported the idea of joining this process in Wave 3, with work starting in April 2013 to be implemented in summer 2013. She noted a Webex demo is scheduled for July 12 and will share that info with various staff. She identified a draft list of primary users.
4. College Committees	Temte	The Cabinet reviewed and revised the Master Committee Chart, changing several standing committees to task groups with a particular charge. Those changed to task groups included: Developmental Education, Diversity, Retention, Institutional Research, Marketing and Communication (new); Strategic Development Planning and New Program Development were combined; Facilities and Technology Committees were combined. Student Technology will be handled through participation in Student Senate meetings. President Temte will develop a flowchart that will outline the various committees and reporting structure, and will share that with faculty presidents and Cabinet members.
5. Crisis Intervention	Crittenden	Steve noted that administration should review the college lockdown practices; discussion was held on plans to limit the number of unlocked entrances, to better manage points of entry, and the plans for installation of electronic locks on TRF classrooms. It was determined that the Safety Committee should lead the efforts in future training for employees on how to deal with, respond, and diffuse situations on campus. A task group consisting of Kent, Bob, Curtis, Jim Jesme, Jim Retka, Steve, Clinton ,Becky, and Julie F. will meet to get a plan drafted for the Safety Committee to work on. Curtis noted there may be FEMA grants available for security projects – he'll forward info to Becky.
6. Requesting Staff Time	Crittenden	Steve noted that some employees have multiple supervisors which can cause confusion on their part, when prioritizing their work. He recommended that better communication be done with the employee's primary supervisor when larger projects are being assigned to the employee. This is particularly important as roles and work assignments are being changed and transitioned over the summer.

7. Strategic Enrollment Management – Revised Org. Chart	Hanson	Kent reported that administration is following several of the recommendations from the Noel Levitz report – focusing on recruitment and retention areas of the college. Release credits will be re-established for two Faculty Development Coordinator positions to focus on faculty mentoring, professional development activities, etc. Gene Klinke will be relocated to the EGF Campus to help balance manager levels between the campuses and to work more closely with Jason Trainer in Marketing and Communications. A Strategic Enrollment Management Committee (SEM) will be formed (replacing MET) and will provide reports to Cabinet on a regular basis. Kent will be actively involved in SEM. Kent reviewed all other changes to the organizational chart and addressed questions.
8. FLSA & Non-Exempt Employees	Lindseth	Becky reported on a statewide issue regarding FLSA and non-exempt employees, their access to work email, and potential overtime obligation. A lengthy discussion was held, with several opinions and questions raised.
9. Grant Proposal Intent	Hanson	Kent reported that Dan Sponsler is requesting to submit a proposal to the Otto Bremer Foundation for Phase II of the Simulation Lab for \$200,000. The Cabinet supported the intent.  Brian Huschle reported he is working with Rad Tech program faculty in applying for a leveraged equipment grant from MnSCU, with a potential local-match from Altru Hospital. July 18 <sup>th</sup> is the deadline for applying.
10. Finance Update	Jesme	Shannon reported on fiscal year close out processes and asked that supervisors inform the business office of closed purchase orders, with a goal of July 31 to close out all outstanding orders. She may form a task group to look at Verizon Wireless rates, in order to get the best deal college-wide. She reported the Board of Trustees approved the proposed tuition and fees for FY13. It was noted that fall enrollment (FYE) is now close to being even with last year at this time.  Shannon reported briefly on used book purchasing and book rentals.
Meeting Adjourned @11:20 a.m.		
Next Meeting Date		Thursday, July 12, 2012; 9 a.m.; Polycom TRF 735; EGF 129, Airport #13