



## President's Cabinet Meeting Minutes

Thursday, July 26, 2012

TRF Campus, Room 735

9 a.m.


### Members Present:

Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergsten, Scott Fletcher, Mary Fontes, Bob Gooden, Stacey Hron, Shannon Jesme, Gene Klinke, Norma Konschak, Becky Lindseth, Jim Retka, Jodi Stassen, Anne Temte, Curtis Zoller

**Absent:** Dan Klug, Brian Huschle, Gerry Schulte, Jason Trainer

### Guests:

Topic	Responsible Party	Discussion/Outcome
New Cabinet Member	Temte	President Temte welcomed Jodi Stassen to the Cabinet membership. Self-introductions were made.
Restructuring administration	Temte	President Temte shared tentative plans regarding the restructuring of academics and student services administration, due to Kent Hanson's one-year leave of absence. She asked that the plan be kept confidential until it is finalized and officially released from her office. She will be meeting with the faculty presidents to discuss the plan.
System Office Visit	Temte, Fletcher	Vice Chancellors Doug Knowlton and Mike Dougherty and other system office officials will be in EGF and TRF on July 31, for the purpose of visiting and touring with aviation and UAS administration and industry, for an overview of the opportunities and challenges with the Aerospace programs. It was noted that Dept. of Labor officials were here last week to audit UAS grant activities and develop a remedy plan for any critical issues. Short-term certificate programs will be explored more in-depth.
Swenson House	Temte	President Temte reported that now that the Board of Trustees has declared the house as state surplus property, a letter will be sent to all government entities, offering the property at fair market value.
Leadership Council Update	Temte	President Temte reported on recent discussions regarding proposed changes in the allocation funding formula. The proposal doesn't appear to improve conditions for rural colleges.
Housing Update	Crittenden	Steve Crittenden reported that 40 athletes have been unsuccessful in finding housing in TRF or EGF, and will likely need to withdraw. It was noted that administration has had preliminary discussions with two developers who have expressed interest in

		<p>developing student housing in EGF and TRF. MnSCU has agreed to develop and administer a housing needs assessment for Northland, in addition to other MnSCU colleges. They will also develop an RFP for developers, which would include terms of a long-term land lease to build student housing on land located to the west of the MEC in TRF (one developer has indicated a potential to build 42-units with 2 people per unit). President Temte noted that the college or the Foundation are not interested in building student housing. It was noted that the housing vacancy rate in TRF is currently under 2%. Members were asked to spread the word in the TRF community of the lack of student housing. Various ideas were shared for Steve Crittenden to further explore.</p>
<p>Student Life Vans &amp; Training</p>	<p>Crittenden</p>	<p>In order to meet the growing need for transporting student athletes from EGF to TRF, it was determined that an additional 12-passenger van will be reassigned to the EGF campus. It was noted that currently utilized student life vans are paid by the student life budget. Steve noted that additional 12-passenger van training needs to be conducted soon, with football and volleyball practices starting Aug. 6<sup>th</sup>. Julie Fenning will be notified to arrange the training.</p>
<p>Master Committee Chart</p>	<p>Temte</p>	<p>President Temte reviewed changes to the list, based on previous Cabinet discussions, and shared a new structure of governance within committees, grouping committees into representative bodies, standing committees, strategic committees, FY13 task groups (subsets of strategic committees), and those that meet only as needed. Management leads for the task groups were identified. President Temte will meet with faculty presidents to discuss these changes in the committee structure and reporting requirements.</p>
<p>Faculty In-Service Agenda</p>	<p>Konschak, Others</p>	<p>The Aug. 22 agenda was reviewed &amp; discussed. Several suggestions will be implemented and changes made to the agenda. It was noted that new employee orientation is scheduled for Aug. 21. It was noted that Mark Taylor has been secured as a speaker for the January 2013 in-service.</p>
<p>Policy Review</p>	<p>Jesme, Crittenden</p>	<p>(New) #7012 &amp; 7012P Grant Management Policy, Procedure and SOP were presented and approved with minor changes. The policy &amp; procedure will go through the SGC process in Sept. (Revised) #2040 Limited English Proficiency – changes were discussed and approved. No further approval is warranted.</p>
<p>Grant Updates</p>	<p>Members</p>	<p>-The Auto Collision Technology equipment grant proposal has been submitted; -We did not receive the National Science Foundation (to be designated as an advanced</p>

		technology education and training center) grant; -We're still in the running for the TAACCCT Grant for tele-presence equipment.
Enrollment Update	Fontes	Mary Fontes reported we are only down 1% over last year on this date, which equates to less than 8 FYE down. She reported that 741 students have received a 15-day notice for non-payment.
Verizon plans	Jesme	Shannon Jesme noted that no one with a Verizon phone plan should make changes to their individual plans at this time. She is working on a government plan for all employees with Verizon plans.
Meeting Adjourned @ 11:25 am		
Next Meeting Date		Thursday, August 9, 2012; 9 a.m.; TRF Room 735; EGF Room 129; AC13.