

**Cabinet Meeting Minutes**  
**Thursday, November 8, 2012**  
**TRF #735; EGF 129; AC #13**  
**9 a.m.**



**Action:**

1. Request from IDEA – Temte  
They are asking for \$5,000 in support. Is it our role to be supportive of this effort? It was commented that a better role for us would be in other ways, i.e. dedicated office space for entrepreneurs with access to copiers, etc. It was suggested to move this request on to Dan Klug for the foundation to consider. Is it legal for a college to support such a request? Anne will make a few calls and also speak with Dan.



**Discussion Items:**

1. Facility Accessibility Security Measures –Lindseth

This would provide us the opportunity to be able to lock down so no one can enter from the outside.

TRF's cost is just under \$33,000, Clinton has some other funding leaving \$6,000-\$7,000 needed.

Airport's cost is \$24,500, \$10,000 with bonding project leaving \$15,000 needed.

EGF needs just under \$16,000 – some bonding funds from '11 are remaining.

Fewer than \$40,000 is needed to do all of the changes. There is \$25,000 in Pepsi money. We could present this to the students. Becky thinks we could get EGF and TRF done with the \$25,000. Steve needs to be involved in this conversation.

The cabinet is in favor to move forward with this plan.

2. Televisions in TRF Commons – Trainer

There are two 70" TV's on the TRF campus used in room 545 and 662. To use them in others areas of the campus, they need to be manually moved at a certain amount of labor and time. To purchase additional TV's, the cost is approximately \$2,500 each. What other people use these TV's? Are we interested in purchasing two more TV's? Anne commented that she would be open to a more detailed proposal.

3. Strategic Framework Initiative Funding request – Huschle

Deadline is 11/15/12 - \$10,700 available

Brian said we are applying for the funds for the mobile simulation lab to help develop curriculum for use while visiting facilities for continuing education credit needed by employees. Dan Sponsler has release credits and we will match that and add \$10,700 for more use. NCTC is developing a business plan for the use of the sim lab.

Anne stated there is money being made available for such things if we match it.

#### 4. HLC Pathways – Temte

The steering committee met last week. We need a big project that will engage the college and span several years and will match the strategic plan. Need institutional buy-in.

Brian stated that at the deans and supervisors meeting they discussed institutional profiles. We are lower in retention and completion. This would be a good area to focus on. We need to identify why we are low and work on them one by one.

Include efforts from student affairs and the academic component.

We identified 5-7 institutions and compare ourselves to them and also as an institution. Also, CSSSE has shown that we have gone down in measures of student engagement.

Faculty Mentors should focus their attention on student engagement.

Cabinet endorses the direction that the steering committee and deans and supervisors are moving and will bring the SGC.

#### 5. Quality Matters Initiative Update – Temte

Anne shared a budget proposal from Beth McMahon to support the Quality Matters initiative for online education. Anne is supportive to give faculty incentives to have the QM training and get our courses QM certified. This is a faculty driven initiative. The proposal was not presented and discussed at the last distance ed meeting a week ago. Brian said QM has a budget and about 1/2 has been released for Beth to use. There is about \$14,000 in the budget for Northland. This was put together last year by Kent and the academic deans. One incentive would be to be insure that a QM reviewer teaches at least one online course to keep certified. How do we pay a faculty a stipend? Anne proposes a meeting with Beth and 3-4 others to iron out the details. Mary recalled that QM was a top priority at a distance ed meeting. Where is the best place to have this conversation? Management discussion: Becky, Shannon Brian, Kirsten. Shannon suggested having a group that deals with QM so it is not divided in so many directions.

#### **Information:**

##### 1. ILO on Applied and Information Technology revision – attached – Huschle

Assessment and Program Review committee is reviewing these. #4 of the ILO's needs a name change to Information and Applied Technology. This name change proposal is going to AASC next week.

##### 2. Electronic Travel Approval Process – attached - Lindseth

###### a. Presentation on Dynamic Forms – Julie Fenning/Stacey Hron

- Has date and time stamp when submitted.
- \$500 set up fee and \$2,200 per year
- User friendly
- 100% web based
- Unlimited use
- This was agreed by the cabinet to continue with this process.

**Tentative Inservice Schedule:** Brian Huschle brought this forward for Jodi S. Would like the set up to be round tables. Can Tracy Worsley go to each campus to present to support staff? Maybe could be projected via polycom to TRF during the in-service. Becky will talk to Julie about traveling to TRF or polycom. Can it be recorded? Brian will have Jodi get in touch with Becky.

**Achievement Awards** : Becky stated the state has lifted the prohibition on achievement awards. NCTC has a process for individuals to be nominated for these awards for MAPE, MMA, Managerial, and Commissioners Plan. Cabinet members can nominate employees for these awards and Becky will send the link for the nomination forms. Becky will work with Anne and Shannon to identify funds for this purpose.

Once AFSCME and MMA bargaining units contracts are settled, the other groups will settle. A few administrators this year have taken on additional load. Anne's intention is to find some way to do a temporary reassignment or something for those folks.

**Cabinet Schedule:** Stick with schedule of every two weeks and cancel if unneeded. Anne would like half of them face-to-face (big agenda) and the other meeting polycom (short agenda and subject to cancellation).

**Error found at System since FY11:** The System Office has identified a payroll posting error that has occurred systemwide since FY2011. The System Office will reopen all systemwide payroll for FY12 to correct the error. Shannon stated that individuals that already have payroll printouts for FY12 will differ from future reports that are run due to this correction. In addition, payroll corrections for the system for FY13 will occur at a future date and will result in the same sort of variance in payroll reports already run and payroll reports run in the future.

**Campus Profile:** Required by MnSCU 11/9/12. Anne and some others will work on this following the cabinet meeting.

**Enrollment for Spring:** Up 2% as of 11/8/12 and that's ahead of last year at this time.

**Next Meeting Date: Originally scheduled for 11/19/12; Changed to 12/5/12 at 1 p.m. TRF 735; EGF 129; AC13**

Attendance Roster:

<input checked="" type="checkbox"/> Anne Temte	<input checked="" type="checkbox"/> Shannon Jesme	<input checked="" type="checkbox"/> Becky Lindseth	<input checked="" type="checkbox"/> Stacey Hron
<input type="checkbox"/> Steve Crittenden	<input checked="" type="checkbox"/> Ron Dvergsten	<input checked="" type="checkbox"/> Jim Retka	<input checked="" type="checkbox"/> Mary Fontes
<input type="checkbox"/> Bob Gooden	<input type="checkbox"/> Clinton Castle	<input type="checkbox"/> Cindy Cedergren	<input type="checkbox"/> Dan Klug
<input type="checkbox"/> Gene Klinke	<input checked="" type="checkbox"/> Gerry Schulte	<input checked="" type="checkbox"/> Dean Dalen	<input checked="" type="checkbox"/> Jason Trainer
<input checked="" type="checkbox"/> Rocky Ammerman	<input checked="" type="checkbox"/> Brian Huschle	<input type="checkbox"/> Curtis Zoller	<input type="checkbox"/> Jodi Stassen