



President's Cabinet Meeting Minutes

Thursday, December 20, 2012

TRF #735; EGF #292; 9 a.m.

Members Present:

Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Ron Dvergsten, Mary Fontes, Bob Gooden, Stacey Hron, Shannon Jesme, Gene Klinke, Becky Lindseth, Jim Retka, Gerry Schulte, Jodi Stauss-Stassen, Anne Temte, Jason Trainer, Dean Dalen, Dan Klug

Absent: Curtis Zoller

Guests:

Topic	Responsible Party	Discussion/Outcome
1) PACE Survey Results	Lindseth	<ul style="list-style-type: none">Based on PACE Survey results, Becky proposed that training for supervisors on conducting effective performance reviews might be useful;Todd Thorsgaard from the System Office could do a 4-hour session on-site @ a cost of \$50 per person;Training could be opened up to other regional colleges to fill to desired enrollment.Several administrators/supervisors expressed interest in attending.Ideas suggested for dates ranged from March – JunePresident Temte encouraged members to look at the PACE Survey results more closely before this training is scheduled.
2) Navigator Software Key Contact	Huschle	<ul style="list-style-type: none">Mary Jo Bydal will be designated as the college key contact until the Academic Coordinator is hired.This software will be used for the credit waiver process.
3) Intellectual Property	Lindseth	<ul style="list-style-type: none">At MnSCU, Cynthia Jorstad is currently listed as the college intellectual property coordinator.Discussion was held on creating a repository for records.Mary, Anne, Shannon, Curtis & Jim will meet to determine what we have, where it is now, and where it should be stored on the website.
4) Luoma Leadership Academy	Lindseth, Temte	<ul style="list-style-type: none">Nominations are due to MnSCU by Jan. 21Becky will review nomination process set up last year and communicate information via email.Cabinet members interested in this program were asked to contact Becky.
5) Institutional Research	Fontes	<ul style="list-style-type: none">Mary relayed concerns from the Retention Committee regarding access to survey results, required by the Assessment Plan. They need to be posted and

		<p>kept together for future reference.</p> <ul style="list-style-type: none"> • Stacey will check into perceived web space issues. • There is no firm answer on how we'll conduct IR work. • Brian will contact Sherry Lindquist and ask her to resurrect the IR Committee to capture concerns, make recommendations on priorities, and data storage. • Anne noted that Riverland is contracting with MSU-Mankato for IR services. • Anne will visit with Kent Hanson about this arrangement to determine whether Mankato could assist us in the same manner.
6) Advising in Summer Session	Fontes	<ul style="list-style-type: none"> • Concerns were raised about the lack of student advising by faculty assigned to online programs, but are not on contract over the summer. • Dist. Minnesota sends info to them, but they do not always respond. • How do we communicate with those students? • One suggestion was to spread the 6 credits of program director release time over the summer months, but this may not be a feasible solution. • This will be discussed again at the next Deans & Supervisors meeting, with the list of faculty involved.
7) ISRS Rights	Fontes, Ammerman	<ul style="list-style-type: none"> • After lengthy discussion, the Cabinet supported giving access rights to additional staff at Perham, to access student records as needed.
8) Young Professionals Association	Temte	<ul style="list-style-type: none"> • Anne asked for Cabinet feedback on working with the Young Professionals Association, an organization in Grand Forks. • Anne endorsed the idea of becoming a sponsor of the organization, which may entail providing tours, hosting campus activities. • The sponsorship will come from Marketing, Foundation, or Pres. budget.
9) ACT and Assessment	Crittenden	<ul style="list-style-type: none"> • MnSCU recently announced mid-year policy changes regarding scores on reading, math, and English assessment scores. • Lengthy discussion was held on the reading and English changes and how they affect what courses students will be required to take. • We need to communicate changes to all students who have registered for spring semester. • Brian and Steve will discuss further with English faculty involved. • Dean will make changes on the assessment link on website. • Dean & Rocky will compose appropriate email messages to students; one to all enrolled students and another to all new spring semester students. • Email to advisors will also be composed.
10) AFSCME Professional	Lindseth	<ul style="list-style-type: none"> • Becky shared a proposal from the EGF AFSCME Professional Development

Development Activity		<p>group to conduct a 3-hour in-service on March 14, 2013.</p> <ul style="list-style-type: none"> • They will use professional development budget funds assigned to the EGF campus. • No concerns were voiced by EGF supervisors. • Approved to proceed in planning.
11) Alternate Schedule	Crittenden	<ul style="list-style-type: none"> • Steve shared results of the survey administered to all faculty members. • Discussion was held • Results need to be shared with faculty • Anne, Steve, Jodi, and Jim will meet to further analyze and discuss the results and how to proceed. Cindy will schedule this meeting. • Next steps will be shared at the next Cabinet meeting prior to Jan. Shared Gov. meeting.
12) Quality Matters Implementation Plan	Temte	<ul style="list-style-type: none"> • Anne briefly reviewed the plan for FY13-15 and the proposed budget for FY13. • Faculty who prepare courses for QM review will be compensated at a portion of a credit closest to \$750. • We need to build this into the FY14 and FY15 budgets.
13) Security Presentations	Lindseth	<ul style="list-style-type: none"> • Becky explained changes made to the schedule of security presentations by Tracy Worsley on Jan. 8-9. • Instead of a 2-hour refresher for NIMS participants on Jan. 8th, a full 8-hour course will be scheduled later. • All members were asked to hold Friday, March 8 as a possible date for this training.
14) Employee Selection Procedure revised	Lindseth	<ul style="list-style-type: none"> • Per request by faculty in Shared Governance, #4035P Employee Selection Procedure was revised, adding the implementation of the procedure for head coach appointments, whether they are adjunct or full-time unlimited faculty positions. • This is due to the community exposure involved in head coach positions. • Further discussion may need to occur at Shared Governance to further define emergency appointments of head coach positions.
Meeting Adjourned @ 11:35 am		
Next Meeting Date		Thursday, January 3, 2013; 9 a.m.; EGF 129 only