



President's Cabinet Meeting Minutes

January 24, 2013

9 a.m.

TRF 735; EGF 129

Members Present:

Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Mary Fontes, Stacey Hron, Shannon Jesme, Dan Klug, Becky Lindseth, Jim Retka, Gerry Schulte, Jodi Stassen, Anne Temte, Jason Trainer, Curtis Zoller

Absent: Ron Dvergsten, Bob Gooden, Gene Klinke

Guests:

Topic	Responsible Party	Discussion/Outcome
1) Intellectual Property	Fontes	<ul style="list-style-type: none">The following decisions were made at a task group meeting held recently:<ul style="list-style-type: none">Curtis Zoller is designated as the college-wide IP CoordinatorAnton Bergee is designated as the IP SpecialistCynthia Jorstad is designated as the college-wide Copyright SpecialistMnSCU Policy and Procedure needs to be reviewed to ensure appropriate processes are in place.The same data base repository used for grant data can be used for IP information.
2) Performance Review Training	Lindseth	<ul style="list-style-type: none">This training offered by MnSCU (Todd Thorsgaard, trainer) has been scheduled for June 4 from 10 a.m. -3 pm at the EGF Campus, Room 150 (4-hour session).All interested Cabinet members must register through STARSRegister early to ensure a spot, as enrollment is limited and this training session is also available for other college employees in the region.
3) Vacancies for fall 2013	Lindseth	<ul style="list-style-type: none">Becky requested supervisors to be planning for fall semester vacancies now, to ensure advance notice for posting, and to meet timelines for faculty to be involved in the search process before the end of the semester.Sabbatical replacement plans and retirements were discussed.Temporary employee for financial aid and a pending maternity leave replacement were mentioned.

		<ul style="list-style-type: none"> Becky noted there will be an EGF maintenance worker position to backfill following a recent transfer.
4) Telepresence room locations	Lindseth	<ul style="list-style-type: none"> Becky reported on preliminary plans to convert rooms for use of telepresence equipment: EGF 129, Aviation Campus conference room (current open area), and TRF 601. (minimum required room size is 32' x 26') EGF ITV room (#292) could possibly be converted to a conference room to replace EGF 129, using the existing equipment for polycom meetings. The goal for full implementation is Fall '13. Installation will be done over the summer months; possibly could start in May at the airport campus since it won't interfere with classes in that location. The seating will be in a half-moon configuration to seat a max. of 24. Regular classes will have priority for telepresence room use. Academic deans will discuss scheduling the rooms and set priorities for use. These preliminary plans will be presented to the Infrastructure Committee in Feb. Curtis Zoller will arrange for a WebEx demonstration for Cabinet members to see what is involved in telepresence delivery and how it works. Contracts will need to be in place soon in order to meet timelines for installation. Vendor needs room locations early in the process. Steve will review Room 601 usage for classes. Curtis will keep the Cabinet informed of the progress. Faculty need to be informed of the plan for room changes. On a related note, Dan Klug requested a WebEx host account. Stacey will meet with Dan on that request.
5) Front Line Conference	Lindseth	<ul style="list-style-type: none"> The AFSCME/MAPE conference is scheduled May 22-23 in Brainerd. Becky reminded supervisors that no overtime can be paid to employees attending the conference. The conference begins on May 22- aft. and ends the morning of May 23. Only one night's lodging is necessary. Registration fee is \$95; employees should be encouraged to apply for staff development funds to cover the cost, rather than from dept. budgets.
6) TRF Sunday Open Hours	Lindseth/Castle	<ul style="list-style-type: none"> Clinton reported that last year Kent Hanson's budget was reimbursing the maintenance budget for staffing the TRF campus on Sundays from 1-4 pm; work study was funding IT and athletics dept. staffing.

		<ul style="list-style-type: none"> • For a period of time, athletics has not been staffing the gym & fitness center use on Sundays and IT has not been staffing the cyber areas. • This lack of staffing results in the one maintenance employee being responsible for monitoring all the areas. • Recent typical usage on Sundays varies from 3-4 students. • Steve believed that a Criminal Justice student had been on duty, but Clinton did not believe that was happening now. • Steve Crittenden will call a meeting with Paul Peterson, Jason Pangiarella, Stacey Hron, Clinton Castle, and possibly some coaches to discuss this situation, determine costs, and determine if there is enough interest from students to continue this practice; if so, how it should be staffed and funded. • Mary stated there are work study funds available, if students are eligible.
7) Remodeling Projects	Lindseth	<ul style="list-style-type: none"> • Becky reported that the EGF Campus R & R funds for remodeling are soon depleted. • TRF - She reported on proposed plans for remodeling in Office Suite 545 and former financial aid space; Office Suite 461; Student Services; remodel fitness center for wrestling, remodel classroom #325 & 329 for new fitness center space. • Rough estimates indicate the following: <ul style="list-style-type: none"> ▪ EGF Campus – additional \$250,000 is needed to complete current project in Student Services/Administration. ▪ TRF Campus – additional \$515,000 for proposed remodeling plans • Funds generated from the sale of the Swenson House may be used for this purpose. <ul style="list-style-type: none"> ▪ Discussion was held on the furniture in the Swenson House. Dan has had conversations with the Swenson family regarding the furniture and personal belongings located in Lowell's office. Dan has proposed a permanent display be developed with the memorabilia from the office. This proposal was discussed last year in the Facilities Committee, with no decision made on location and scope of the display due to lack of information. • Proposed plans for the TRF Campus will be shared with the Infrastructure Committee in Feb. • Priorities need to be determined if funds are not available to fund all

		remodeling plans.
8) Concurrent Enrollment Pricing	Temte	<ul style="list-style-type: none"> • Info on a uniform pricing structure for concurrent enrollment was discussed. • Are we covering our costs with the fees we currently charge? • There are both financial and academic components within this topic. • Shannon, Brian, and Michelle Bakken will meet to discuss the issues in-depth and bring back recommendations to the Cabinet.
9) FY14 Budget Calendar	Huschle	<ul style="list-style-type: none"> • An email will be sent from the business office tomorrow (1/25) informing employees of the timeframe & process to submit FY14 budget requests. • The requests will be linked to one of four areas and routed to the appropriate administrators: <ul style="list-style-type: none"> ▪ Academics ▪ Administrative Services ▪ Advancement/External Affairs ▪ Student Services • Requests for additional personnel should be included in the requests – those in which new resources would be needed. • All requests will be linked to one of three MnSCU's primary goals. • All employees should be encouraged to submit their wish lists.
10) Student Consultation	Crittenden	<ul style="list-style-type: none"> • Steve reminded President Temte to meet with Student Senates soon to begin consultation on any changes to tuition and fees. • Cabinet members should present recommendations for any changes to differential tuition or student fees for FY14 at the next Cabinet meeting. • Becky will work with Administrative Services Department to determine if a parking fee increase will be recommended. • FBM credits were discussed briefly; pertaining to enrollees beyond 60 credits.
11) Home Page Alerts	Trainer	<ul style="list-style-type: none"> • Jason requested input on who should have rights to post emergency notices on the home page alert banner. • Those designated were: Cindy Cedergren, Steve Crittenden, Julie Fenning, Brian Huschle, Mary Fontes, Mary Bydal.
12) Trends Meeting	Jesme	<ul style="list-style-type: none"> • Highlights and Trends meeting is scheduled for Feb. 22 in Alexandria. • Steve, Becky, Shannon, and Anne will attend & make a 20-min. presentation with handout. • Becky requested academic affairs information to be included in the

		<p>presentation – follow-up or planning that has occurred as a result of the extraordinary education forums; and what is the current structure/plan for Strategic enrollment management activities.</p> <ul style="list-style-type: none"> • The academic deans will discuss the extraordinary education topic at next week's conference call. • Jason Trainer will submit a response regarding the SEP process and progress. • Other topics for the presentation include: <ul style="list-style-type: none"> ▪ Use of reserves ▪ Equipment matches ▪ Impact from requiring access codes to register for classes (it was noted that only six students were dropped for non-payment this semester, a significant decrease from previous years)
13) Perkins Equipment funds	Dalen	<ul style="list-style-type: none"> • Dean Dalen reported that approximately \$19,000 of Perkins funds is available to spend on equipment for any technical program. Jim, Jodi, and Brian will review the FY13 equipment requests that were not funded and select priority projects to fund with these supplemental funds.
14) Gainful Employment Info		<ul style="list-style-type: none"> • Request from MnSCU has been taken care of.
15) Employee Selection Procedure	Lindseth	<ul style="list-style-type: none"> • Revisions were reviewed and approved.
16) Higher Learning Commission info request	Temte	<ul style="list-style-type: none"> • Higher Learning Commission requested updates to key contacts. The following will be submitted: <ul style="list-style-type: none"> ▪ Data Coordinator – Rocky Ammerman ▪ CFO – Shannon Jesme ▪ Accreditation Liaison Officer: Mary Fontes
17) Pending Donations	Jesme, Klug	<ul style="list-style-type: none"> • Shannon requested that all pending donations be reported at Cabinet meetings, to ensure the information is known for business office purposes. • Dan reported that the Otto Bremer Foundation is providing \$75,000 matching funds that will go to the Aerospace Foundation. • Shannon, Becky, and Dan will meet to discuss the use of Dynamic Forms to convert the current donation form.
18) Foundation Update	Klug	<ul style="list-style-type: none"> • The second half of Altru Hospital's donation has not been received. Foundation will bill them again. • Dan is anticipating a donation of \$5,000 from Granger; thoughts are to use funds to develop an Ignite Scholarship fund for the EGF Campus; working with

		Sacred Heart High School on arrangements to replicate what is currently in place with Lincoln High School.
19) Other	Temte	<ul style="list-style-type: none"> Kudos to Jason Trainer and staff on the development of the E-magazine.
Meeting Adjourned @ 11:25 am		
Next Meeting Date	Originally scheduled for Thursday, Feb. 7, 2013; 9 a.m., EGF 290 only Later changed to Monday, Feb. 11; 11 am -12 noon – TRF 735; EGF 129; AC13	

ccedergren/Cabinet/Cabinet 2012-13/Cabinet minutes 13_01_24