



President's Cabinet Meeting Minutes

Thursday, February 21, 2013

9 a.m.

TRF 735; EGF 129; AC13

Members Present:

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

Absent: Rocky Ammerman, Gerry Schulte, Brian Huschle

Guests:

Topic	Responsible Party	Discussion/Outcome
1) Employee Update	Lindseth	<ul style="list-style-type: none">Becky provided an update on Al Swanson's health status.
2) Proposed Tuition/Fees and Consultation with Student Senates	Temte	<ul style="list-style-type: none">FBM tuition – The FBM Advisory Committee will meet on March 6 to discuss a possible differential tuition for credits that exceed 60.Parking Fee – Bob Gooden estimated approx. \$1.5 million is needed to repair the north EGF lot; \$700,000 for the south lot. Approx. \$100,000/year is generated at EGF from parking fees. Bob recommended increasing the fee in order to fund what is most needed.<ul style="list-style-type: none">Clinton Castle will not have cost estimates from INSPEC on parking lot repairs until mid-March, or when the snow/ice is melted to do an accurate evaluation.Funds have been set aside for repairs needed for the aerospace lot.The Student Senates will be told there will likely be an increase in parking fees- possibly to \$3.00/credit.Those attending the Trends meeting on Feb. 22 will find out what other rural colleges are proposing to charge for parking fees next year.Mary Fontes reported that discussions are occurring regarding adding a service charge for proctoring services to non-MnSCU students.Anne, Steve & Shannon will meet with Senates on the following dates: TRF – Feb. 25; EGF – Feb. 28
3) Vehicles for Recruiters	Trainer	<ul style="list-style-type: none">Jason reported that vehicles on each campus have been identified to be

		wrapped and used primarily for recruiters.
4) Announcement of New Hires	Lindseth	<ul style="list-style-type: none"> Becky reported that the Shared Gov. Council requested administration announce new hires to all employees. She asked for feedback on who should do this – the HR Dept. or the supervisor of the new employees? A lengthy discussion was held and morphed into various discussions about the on-line directory, etc. <ul style="list-style-type: none"> Some supervisors were in favor of making the announcements themselves; no supervisors voiced opposition to the idea. Becky will email employees reminding them to update their credentials and contact information on the on-line employee directory, as well as information about where photos can be taken. Becky will make arrangements for a black fabric back-drop to be used for employee photos (this will be assigned to staff who currently handle student ID photos) Becky will develop a template for supervisors to use for announcing new hires; suggestions included: assignment, home campus/office, office schedule (for staff), start date, bio/credentials, photo. Question was raised about whether College in the High School faculty should be listed on the directory – are they considered college employees?
5) Student Housing-Next Steps	Lindseth	<ul style="list-style-type: none"> MnSCU has a draft of the housing study results from Maxfield Research. <ul style="list-style-type: none"> Next step will be to develop an RFP for developers. This step will be taken only for the TRF Campus at this time, since there is a private developer considering building housing near the EGF Campus already. TRF would need to hire an architect to develop site specifications (approx. cost \$10,000); Cabinet supported the recommendation of using \$10,000 of the \$15,000 expected from the Pepsi contract in June, since this expenditure is for the benefit of students. Becky stated there is a 30-year limit on a land lease through MnSCU.
6) Career Expo Application Fee Waiver	Klinke	<ul style="list-style-type: none"> Gene requested approval to waive the application fee for high school seniors who apply and provide a high school transcript at the Career Expo this spring. <ul style="list-style-type: none"> The Cabinet supported this recommendation. Communication will be sent to area high school principals informing them of this offer, and will be copied to others in admissions, business

		office and bookstores.
7) Roseau Site	Temte	<ul style="list-style-type: none"> • Discussion was held on various aspects of the Roseau Site. <ul style="list-style-type: none"> ○ Jodi has researched nursing prospects. ○ Stacey has projected cost to upgrade lab with new computers to be approx. \$1000 per unit, if needed. Computers were purchased in 2007. ○ Nicole Hagen's role is transitioning into more recruiting efforts in the northern area. ○ There are currently no ITV classes held there this semester. ○ The college pays only \$250/month to cover utilities; no other rental fee. ○ Should there be a community survey conducted to determine needs? ○ Perhaps a team should be formed to discuss ideas – Nicole H, Jason T., Jim, Steve, Brian, and Jodi were suggested. ○ Should meet with Dan Fabian for his feedback. ○ There was a Roseau Community Advisory Committee in place a few years ago, when Ron Dvergsten was supervising the site. ○ A decision was made to continue operations in FY14, but in-depth discussions need to be held during FY14 on whether to continue beyond that.
8) Usage of Aviation vs. Aerospace Campus/Site	Trainer	<ul style="list-style-type: none"> • Discussion was held on the reasons for using aerospace vs. aviation or airport for marketing purposes. <ul style="list-style-type: none"> ○ Members noted that usage of the term "campus" should not be used since it is not considered a campus in MnSCU's inventory, but rather a "site", as Roseau is called. A campus designation pertains to facilities with a full range of services to students. It was suggested that the term "campus" should be cleared with MnSCU if that is the preferred term. ○ Aerospace is preferred by Curtis; Usage of the word site or campus didn't matter to him. ○ The next revision to FAA should include the appropriate name change from aviation to aerospace. ○ The terms "aviation, airport, and aerospace" are found in various places on the website. There is not consistency with the name.
9) Contract Ratification	Lindseth	<ul style="list-style-type: none"> • Becky reported that contracts had been ratified by AFSCME, MAPE, MMA and Commissioner's Plan; raises will be retroactive to Jan. 1, 2013. No word on

		MSCF contract negotiations.
10) Policy Review	Lindseth	<ul style="list-style-type: none"> Becky reviewed proposed changes to #6015 Facilities Access Policy, Procedure and form. <ul style="list-style-type: none"> Questions were addressed. Changes were accepted. Will go to Shared Gov. Council for review
11) Enrollment Projections	Jesme/Fontes	<ul style="list-style-type: none"> Mary and Shannon led discussion on enrollment projections required to MnSCU by next week. Mary reviewed data/history of FYE. Current FYE for FY13 is 2,671 plus approx. 86 more projected, totaling 2,757. It was decided to continue projecting 2,750 for FY14 and FY15, as previously reported to MnSCU.
12) Grant Proposal Review	Crittenden	<ul style="list-style-type: none"> Jason Pangiarella submitted a grant intent for Great Lakes Community Investments – a 1-year grant of \$175,000 focused on student completion/academic support. Cabinet supported the intent to apply; Jason will work with Steve C. and Dean Dalen.
Meeting adjourned @ 10:55 am		
Next Meeting Date	Thursday, March 7; 9 a.m. – EGF Campus #129	

ccedergren/Cabinet/Cabinet 2012-13/Cabinet meeting minutes -13_02_21