



## President's Cabinet Meeting Minutes

Thursday, April 4, 2013

TRF 735; EGF 129;

10 a.m.

### Members Present:

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

**Absent:** Dan Klug, Steve Crittenden, Curtis Zoller

**Guests:** For Marco presentation only: Dan Pflepsen (Marco), Tishara Melcher, Karen Meine, Jeff Bell.

Topic	Responsible Party	Discussion/Outcome
1) Demo on Cisco IP Phone System	Hron	<ul style="list-style-type: none"><li>• Dan Pflepsen from Marco gave a demonstration &amp; reviewed the features of the system and addressed questions from Cabinet members and guests.</li><li>• Over ½ of MnSCU colleges have purchased this system.</li><li>• Allows 4-digit dialing between campuses; eliminates long distance charges for calls between campuses.</li><li>• System won't be affected if internet server goes down; on separate servers.</li><li>• We will still need a T1 line.</li><li>• Phone access follows employee to either location by logging into desk phone at remote site.</li><li>• Enhanced conference call capabilities over current system.</li><li>• Due to time constraints, no further discussion was held.</li><li>• No decision to purchase the system was made.</li></ul>
2) April 10 <sup>th</sup> Summit	Huschle	<ul style="list-style-type: none"><li>• Curtis and Jim plan to attend the Minn. N.W. Region Transition Partners Supporting Adult Transitions to Post-Secondary Education and Career Success Summit and Showcase at M-State-Detroit Lakes on April 10<sup>th</sup>.</li></ul>
3) Ramps for Graduation (TRF)	Dalen	<ul style="list-style-type: none"><li>• Dean reported that a TRF graduate uses a wheelchair and discussion was held on how to accommodate the student with a ramp to access the stage.</li><li>• After discussion, it was determined that Clinton would order a ramp for</li></ul>

		<p>one side of the stage (approx. cost \$1600 + shipping) for this year; may consider buying another ramp for the opposite side of the stage next year, if space allows.</p> <ul style="list-style-type: none"> <li>Shannon will see if funds in an Interpreter budget can be utilized for this expense. If not, the Cabinet approved the expenditure from bookstore profits.</li> </ul>
4) Nursing differential tuition	Stauss-Stassen	<ul style="list-style-type: none"> <li>Jodi summarized a written explanation and rationale for establishing differential tuition for ATI CARP package (PN) and ATI bundle (RN), bringing the tuition for PNSG 1200 to \$354.50/credit and for NURS 2110 to \$476.30/credit. Cabinet approved, with no objections voiced.</li> </ul>
5) Tuition, Fees, Student Consultation	Jesme	<ul style="list-style-type: none"> <li>Shannon confirmed the tuition increase being proposed to the Student Senate as 2.9% on standard tuition and 2.5% for differential tuition.</li> <li>Discussion was held on differential tuition rate increases.</li> <li>CVOP needs an increased service charge to cover increase in cost of drug testing.</li> <li>Parking Fee – proposing to increase by \$.50/credit.</li> <li>Cabinet approved the proposed increases in tuition and fees.</li> <li>Attached to these minutes are the talking points that will be presented to Student Senates for consultation.</li> </ul>
6) Employee Work Schedules/Standard Hours of Operation	Lindseth	<ul style="list-style-type: none"> <li>Becky reminded members that standard hours of operation were established as 8 a.m. – 5 p.m.; however new hires are being scheduled differently than those hours.</li> <li>The work schedules of employees are not consistent between departments.</li> <li>Different interpretations of the established hours exist (some believe that the dept. must be covered during that timeframe, but not all employees within that dept. must be scheduled from 8 a.m -5 p.m.)</li> <li>Will discuss again at a future meeting – the schedules within each dept. should be reviewed and determine if any changes are needed.</li> <li>President Temte reminded members that some employees commute a considerable distance from their home to their designated home campus. Regardless of commute time, they are expected to be at their home campus at their established starting time. Commute time can be counted in work time only if an employee is traveling from their home campus to</li> </ul>

		the other campus.
7) Summer Work Schedule	Lindseth	<ul style="list-style-type: none"> <li>Becky inquired about whether or not alternative summer work schedules would be considered this year.</li> <li>President Temte stated that no alternative schedules would be considered. Hours will remain as is for all semesters.</li> </ul>
8) Seasonal Employee Lay-off Date	Lindseth	<ul style="list-style-type: none"> <li>With the exception of Dean Dalen, supervisors with seasonal employees agreed to May 24<sup>th</sup> as the last scheduled work day prior to summer break. Dean and Becky will discuss an alternative date to meet his department's needs.</li> </ul>
9) Leadercast Conference	Temte	<ul style="list-style-type: none"> <li>Chick-fil-A Leadercast - Friday, May 10<sup>th</sup> from 8 a.m. – 4 p.m., Hope Evangelical Church in Grand Forks; Sponsored by Greater Grand Forks Young Professionals organization, of which the college is a member. \$85 fee; Jason Trainer will send out a link to register for the conference.</li> </ul>
10) Policy Review	Lindseth, Jesme	<ul style="list-style-type: none"> <li>Gifts-in-Kind Policy # 8015, #8015P &amp; accompanying forms were shared with Cabinet.</li> <li>Revisions were approved; Will go to Shared Gov. Council for review.</li> </ul>
11) Shared Gov. Council Agenda	Temte	<ul style="list-style-type: none"> <li>President Temte reviewed the April 11<sup>th</sup> agenda.</li> </ul>
12) New Organizational Structure	Temte	<ul style="list-style-type: none"> <li>President Temte gave an overview of the proposed changes to the organizational structure in the following broad areas: Academics and Student Affairs; Administrative Services; Advancement and External Affairs.</li> <li>The changes will be presented to the faculty presidents early next week before they are released to Shared Gov. Council members for discussion at the April 11<sup>th</sup> meeting.</li> <li>The details of the organizational changes are contained in the attached document (to be attached after SGC meeting)</li> </ul>
Meeting Adjourned @ 12:05 p.m.		
Next Meeting Date	Thursday, April 25, 2013; 9 a.m. @ TRF 735; EGF 129; AC13	