



President's Cabinet Meeting Minutes

Thursday, April 25, 2013

TRF Campus, Room 735 (Primary location); EGF Campus, Room 301 (polycom)

8:30 a.m.

Members Present:

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

Absent: Bob Gooden, Clinton Castle, Rocky Ammerman

Guests: Tishara Melcher, Jeff Bell

Topic	Responsible Party	Discussion/Outcome
1) Budget Updates	Temte, Jesme	<ul style="list-style-type: none">• Faculty presidents Tishara Melcher and Jeff Bell attended the budget presentation portion of this meeting.• President Temte reviewed areas of concern in the House and Senate proposals for higher ed. budgets. The legislative session is scheduled to end May 20th.• Senate's bill is more favorable for MnSCU, but it proposes to hold 5% of total budget until specific metrics are met.• Shannon presented the FY13 budget, indicating a projected \$674,151 in cash surplus. This total could increase to approx. \$1 million with the unspent PO balances at year end. She predicted a cash surplus even after cash to accruals.• FY13 is our safe year; FY14 has many unknowns in terms of appropriations.• Shannon presented two book-end scenarios for the preliminary FY14 budget; one being an optimistic estimate, the other a 10% decrease of the optimistic estimate. The optimistic estimate projected a \$194,298 cash surplus; the 10% decrease projected a (\$816,733) deficit.• FY14 budget is built on the assumption of 2715 FYEs; with a 2.9% increase in tuition rates.• Access & Opportunity Grant funds are expected to remain stable for FY14.• Shannon and Jim explained that COI Funds (120 Fund) will be rolled into the General Fund appropriations starting in FY14. Funding reductions of approx. \$50,000 is expected. MSHA and Fire Training grant funds are still unknown.• Perkins funds are unknown, but Dean assumes it will be reduced.• A college CFI of 3.0 is required by MnSCU.

		<ul style="list-style-type: none"> • Cannot have net losses two years in a row without consequences.
2) Pearson Vue Certification for GED Testing	Dalen	<ul style="list-style-type: none"> • Information about changes in GED Testing (effective 1/1/14) was distributed with the agenda. • Dean posed the question about whether or not the college wants to continue to offer GED tests at TRF, which will change from paper to computer-based testing on 1/1/14. • Dean is stepping down from these duties, so who should be assigned to oversee the testing? Who should be certified to proctor the tests? • Revenue does not generate enough to cover the costs (the college collects \$5/per hour per test); testing is a service, opposed to a revenue generator. • There are certified Pearson Vue proctors already in place in EGF. • Jason Wehry does all the testing at the Aerospace Site now, with Lynn & Karen certified as back-up proctors. • Dean estimated there are approx. 50-70 GED test-takers in TRF each year – and tests are administered fairly steady throughout the year. • We are close to having the infrastructure needed for Pearson Vue requirements. • Will need to purchase a sign-in machine – approx. cost \$500. • Curtis Zoller agreed the aerospace site could handle the GED testing, so for at least short-term, the 3 aerospace testers should become Pearson Vue certified (Lynn, Karen, and Jason W.) • For the longer term, Karl was assigned to research the library and on-campus testing arrangements collegewide. • Jason Wehry was recommended as the person to sign off on the college-wide Pearson Vue contract. (and will serve as the administrator for this purpose); Remove Pam Schorsch as the Chief Examiner on Jan. 1st). • We need to designate someone and a location to keep past records of GED tests. • The new Vice President may want to be involved in the long-term solution of this topic.
3) Fox Consulting Contract	Jesme	<ul style="list-style-type: none"> • Shannon noted that the contract with Fox Consulting expires 6/30/13, so any future projects will require a new contract. Do we want to do a new RFP for FY14? • Shannon and Anne will meet to discuss details of two different RFPs. • Dan noted that the Foundation currently has a separate contract with Fox Consulting. • There needs to be discussion about new TAACCCT grant opportunities very soon

		<p>– proposals are due in June.</p> <ul style="list-style-type: none"> ○ Health care focus; projects must create a link to trade adjustment careers.
4) Hasler Folding Machine	Jesme	<ul style="list-style-type: none"> • Shannon asked if there is a need to have a folding machine in EGF – costs to repair current one are significant; original cost of machine was \$9600. • Karl will check with Rita, Gene will check with Susie, on whether there is a significant need for the machine. If there is little or no need, the machine will not be repaired and considered surplus property.
5) D2L Campus Life	Lindseth	<ul style="list-style-type: none"> • This discussion first centered around an inquiry about a mobile app available through D2L that would allow faculty to communicate with their students through various mobile devices. • Estimated costs: \$3,500 for set up; \$5,600 annual fee. • Jason reported the college is working toward building a mobile website. • Could the student technology budget support this expense? • 90% of courses currently use D2L in some capacity. • Policies and procedures need to be developed to incorporate various new methods of technology. • What should the IT dept. promise to support (with the multitude of devices available in the market); parameters are needed. • A task group meeting of the following will be called by Becky this summer – Stacey, Shannon, Brian, Chad Sperling; Faculty will be added after the initial group lays out the charge. Faculty recommended were: Beth McMahon, Zach Nicklin, and Dorinda Sorvig.
6) Telepresence Room Scheduling	Lindseth	<ul style="list-style-type: none"> • Grant activities will have first priority – Curtis estimated a maximum of two classes will use it. • Other groups will be identified for using the space: Cabinet and Shared Gov. Council were mentioned.
7) CISCO Phone System	Lindseth	<ul style="list-style-type: none"> • To follow-up on the presentation by Marco in early April, Becky reviewed some of the highlights and advantages of the proposed purchase of a new Cisco phone system through Marco. • There are carry-over funds in the IT Enterprise budgets that would cover ½ the cost in FY13 (\$100,000); the second half is included in the FY14 budget. • This is on a state contract, so no RFP process is required. • After discussion, the Cabinet approved the project. • It was noted that changes may be needed to the website contact information, business cards (can be done as supplies run out); letterhead stationary (if the

		numbers for each campus change). It is unknown whether the switchboard numbers will need to change; individual employee direct lines are not expected to change.
8) Safety Committee Recommendation	Lindseth	<ul style="list-style-type: none"> Becky forwarded a recommendation from the Safety Committee to change the status of specific doors in the Automotive, Auto Body, and Criminal Justice areas, allowing them to be open during regular business hours, to accommodate the daily traffic from vendors and students. Cabinet approved the recommendations.
9) 2014-15 Academic Calendar	Huschle	<ul style="list-style-type: none"> The only significant change in this calendar is the change from 1 to 2 days of administrative in-service days in the fall semester. (Aug.19-20). Cabinet approved; will go to Shared Governance for final review.
10) Luoma Leadership Action Learning Projects	Temte	<ul style="list-style-type: none"> Luoma Academy is needing more projects to work on; Various topics were mentioned: online employee orientation; strategic/new program development; It was determined that Jason T. will contact Anita Rios for details on submitting a project; the development of a communication plan within SEM will be submitted by Jason.
11) Purchasing Closing Date	Jesme	<ul style="list-style-type: none"> Shannon reported that May 10th has been selected as the purchase order cut-off date, and a memo will go out soon informing employees of this date. Any exceptions for purchases must be approved in advance by the respective supervisors. Grant purchases are exception to this cut-off date. In subsequent years, the date should be automatically set for May 1st and notices sent out well in advance.
12) Lake Superior College	Temte	<ul style="list-style-type: none"> Lake Superior College in Duluth has filed an intent to start an Aviation Maintenance Technology program We have filed a formal objection to the intent. This could be a real challenge for us; we can't afford to let this happen. Lake Superior administration is scheduled to meet with Anne, Curtis, Brian, and Jim via conference call on May 2nd.
13) Open Forums	Temte	<ul style="list-style-type: none"> Open forums to discuss the administrative reorganization are scheduled as follows: Friday, April 26 @ TRF – 12 & 3 p.m.; Friday, May 3 @ EGF – 12 & 3 p.m. Encourage faculty and staff to attend and provide alternative solutions if they have objections to portions of the plan. The college projects \$180,000-\$190,000 in savings in administrative salaries with the plan. President Temte encouraged guidance and suggestions from Cabinet members. Employees attending the forums will be offered the opportunity to anonymously

		submit their questions on index cards if desired.
14) Hazardous Materials Checklist	Retka	<ul style="list-style-type: none"> Discussion was held on the duties associated with reporting on the hazardous materials checklist, and that it should be incorporated into Dept. Head and academic faculty duties.
15) Policy Review	Huschle, Fontes	<ul style="list-style-type: none"> The following academic policies were presented for review. All were accepted and will move to AASC for final review. <ol style="list-style-type: none"> 3050P Post Secondary Enrollment Options Procedure (Revised) 3150P Credit for Prior Learning Procedure (Revised) 3070 Satisfactory Academic Progress Policy (Revised) 3230 Intellectual Property Policy (New, based on MnSCU Policy) 3110 Graduation Policy (Revised) 3230P Patent Inquiry Procedure (New, based on MnSCU Policy)
16) Farewell to Kent Hanson	Temte	<ul style="list-style-type: none"> Kent plans to be here on May 13 & 14 for campus potlucks; we will bid farewell to him at those events. A reception for community members to participate in may be added in EGF. Gift ideas were shared.
Next Meeting Date		Thursday, May 9, 2013; 9 a.m. – currently scheduled in EGF only.

ccedergren/Cabinet/Cabinet 2012-13/Cabinet minutes/13_04_25-revised 5/7/13