



President's Cabinet Meeting Minutes

Thursday, May 9, 2013

TRF 735; EGF 290; AC13

8:30 a.m.

Members Present:

Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, 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, Karl Ohrn

Absent: Ron Dvergsten, Gerry Schulte

Guests:

Topic	Responsible Party	Discussion/Outcome
1. President's Update: <ul style="list-style-type: none">Leadership CouncilShared Gov. Council response to admin. reorganization plans	Temte	<ul style="list-style-type: none">Legislative session closes on May 20; Anne expects to receive allocation information in a Leadership Council conference call on May 20.We need to have intensive budget discussions during the week of May 27-31.Anne reported on the outcome of the open forums regarding administrative reorganization and the faculty's formal response to the plan at the May 8th SGC meeting. The SGC meeting ended positively and a subsequent meeting will be held in May with the academic deans and SGC faculty members to discuss the changes that faculty counter-proposed, specifically regarding the division chair structure. An extension will be requested on the deadline for selecting division chairs to June 25 (the summer SGC meeting date), vs. May 15 per MSCF contract. TRF Dept. Head assignments will continue the same as this year.Faculty accepted the reassignments of the academic deans, but believe more training is needed in certain areas.Faculty recommended adding more faculty support positions, instead of administrative support positions; particularly for learning new technology, course design and delivery. The new VP can work on this issue.Advising and supervision of advisors was brought up again in the faculty's counter-proposal, although it has no relation to the reorganization plan.All new positions proposed in the administrative reorganization plan are on hold until the budget is known.

2. Asset Recovery Program	Jesme	<ul style="list-style-type: none"> Shannon reported that the college will enroll in a program through MnSCU that recycles and disposes of surplus computers. Computers will be picked up, scrubbed, and the college will receive credit for any viable computers. Our cost will be \$500 per each visit/pick-up, plus shared mileage with other colleges, and \$.15 per lb. This program will save the college many staff hours involved in the sale or disposal of computers, and will reduce the need for annual rummage sales to dispose of them. No college rummage sales will be scheduled this summer.
3. Electronic Catalog	Temte, Fontes	<ul style="list-style-type: none"> We need some form of document that pulls everything together – (primarily curriculum) for accreditation purposes. Over the next fiscal year, a task group should work toward that goal; the new VP could lead this discussion. For the short-term, Brian and Karl will convene a task group to begin discussions – those suggested for the group were: Chad Sperling, Karleen Delorme, Mary Fontes, Brian Huschle, Karl Ohrn, Jason Trainer, Rocky Ammerman, and one or two faculty.
4. Off-Campus Event SOP	Fontes, Jesme	<ul style="list-style-type: none"> Mary reviewed a Standard Operating Procedure for use in scheduling and securing approval for student events held on and off-campus. Brief discussion was held regarding facility agreements from off-campus venues and the need for consultation with Shannon Jesme in instances dealing with indemnification; who can sign such agreements; and a process to follow when revising agreements. More work is needed on the SOP. Will revisit this at the next meeting.
5. FY14 Perkins Plan Review Mtg.	Dalen	<ul style="list-style-type: none"> Dean reported on the May 30th meeting with MnSCU, Dept. of Ed. & Murray Turner. It's possible that Anne or Jim could attend the meeting from the EGF campus. If not, Dean will handle it on his own.
6. Grant Proposal Intent	Temte	<ul style="list-style-type: none"> Central Lakes, Ridgewater & NCTC are working on partnering on a TAACCCT grant application, with the focus in precision agriculture. Curtis is the primary contact for this group. Dan Klug will be added to future meetings on this project. The deadline to apply is July 3rd. NCTC won't be the lead partner on this grant application, since we have received a TAACCCT grant in the past.

7. Budget	Jesme	<ul style="list-style-type: none"> Shannon asked that supervisors look over their overspent non-personnel budgets to determine where funds could be moved from other cost centers. May 10th is the cut-off date for purchasing (without supervisor pre-approval). Shannon asked supervisors to consult with her about any purchase orders that need to roll over into FY14.
Meeting Adjourned @ 9:40 a.m.		
Next Meeting Date		Tuesday, May 28; Rooms changed to TRF 545; EGF 301; AC13; time changed to 3 pm

ccedergren/Cabinet/Cabinet 2012-13/Cabinet minutes 13_05_09