



President's Cabinet Meeting Minutes

Thursday, June 20, 2013

TRF 735; EGF 150; AC13

9 a.m.

Members Present:

Rocky Ammerman, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Mary Fontes, Bob Gooden, Stacey Hron, Shannon Jesme, Gene Klinke, Becky Lindseth, Jim Retka, Gerry Schulte, Jodi Stauss-Stassen, Jason Trainer, Curtis Zoller, Karl Ohrn

Absent: Dan Klug, Anne Temte, Ron Dvergsten

Guests:

Topic	Responsible Party	Discussion/Outcome
1) Accounting on the Web	Jesme	<ul style="list-style-type: none">Shannon reviewed changes made to rights on Accounting on the Web;Processes are easier to perform; less cumbersome.
2) FY14 Budget Update	Jesme	<ul style="list-style-type: none">Budget is built on 2,715 FYEProjected surplus of \$176,065 (without any cash to accruals)Equipment budget- \$213,874; each division will need to use their prioritization lists to determine equipment to purchase.
3) 1.B.1 Decisionmaker and Investigator Training	Lindseth	<ul style="list-style-type: none">Becky encouraged administrators who need training or refresher training to attend one of the sessions scheduled this summer:<ul style="list-style-type: none">Decisionmaker – Aug. 13 – Wells Fargo Place, St. PaulInvestigator – July 30-31 – Wells Fargo Place, St. PaulRegistration must be made through STARS.
4) MnSCU General Counsel Webinars	Lindseth	<ul style="list-style-type: none">Becky referred to the archived webinars on the MnSCU General Counsel website for information on contracts and leases, in particular, since there are frequent inquiries by administrators/staff about the required processes.Becky encouraged Cabinet members (and their staff) to view all of the appropriate webinars.
5) Perkins Data	Dalen	<ul style="list-style-type: none">Dean reported that a window to make changes in the Perkins grant (regarding technical skill attainment only) was open and closes tomorrow. Brian provided Dean with information to update.Dean and Steve will meet with Anne soon on Perkins budget matters.

6) Telephone Update	Hron	<ul style="list-style-type: none"> • Stacey reported there have been no major issues in converting the phone system at TRF and Aerospace; no downtime. • Installation at EGF is scheduled for late July or early August (no specific date yet)
7) Faculty In-Service	Huschle	<ul style="list-style-type: none"> • Brian will coordinate the Fall Faculty In-Service agenda. • All members were asked to forward topics to Brian that should be included (by June 26). • Topics discussed were: phone training (1-hour sessions), safety training (1 hour) • Brian anticipated that all faculty will meet together on Tues, Aug. 20 at the TRF Campus. • Wed, Aug. 21 is designated as a committee meeting day; suggestion was made to set aside ½ day for committee meetings; ½ day for phone, safety, & security training.
8) Enrollment Update	Fontes	<ul style="list-style-type: none"> • Mary reported enrollment is up by 4% (34 FYE) compared to last year on this date. ☺ • She reported that the NCTC Foundation's Ignite Scholarship has been effective as an incentive for Lincoln High School students to enroll – those #'s are up. • Nursing enrollment is up considerably.
Meeting Adjourned @ 9:50 a.m.		
Next Meeting Date	Thursday, July 11, 2013; 9 a.m.; TRF 735; EGF 150; AC13	