



## President's Cabinet Meeting Minutes

Thursday, November 21, 2013

9 a.m.

EGF 290

### Members Present:

Rocky Ammerman, Michelle Bakken, Carey Castle, Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Mary Fontes, Bob Gooden, Stacey Hron, Brian Huschle, Shannon Jesme, Dan Klug, Kristi Lane, Becky Lindseth, Kirsten Michalke, Jim Retka, Gerry Schulte, Jodi Stauss-Stassen, Anne Temte, Jason Trainer, Curtis Zoller

**Absent:** Karl Ohrn

### Guests:

Topic	Responsible Party	Discussion/Outcome
1) COI Annual Report	Michalke, Retka	<ul style="list-style-type: none"><li>• Kirsten and Jim asked for any questions about the annual report.</li><li>• President Temte reviewed the changes in COI funding from previous years.</li><li>• This report will be shared with Shared Governance Council at their Dec. 11<sup>th</sup> meeting. Kirsten will be available to address any questions.</li></ul>
2) Strategic Planning	Temte, Carey Castle	<ul style="list-style-type: none"><li>• Work is starting on a new Master Facilities Plan.</li><li>• We need a comprehensive Master Academic Plan.</li><li>• It is also time to review and, perhaps, initiate a new Strategic Plan.</li><li>• We will knit together these plans, and incorporate them into a capital campaign by the Foundation.</li><li>• Will get all stakeholders involved as soon as possible.</li><li>• Bemidji State University officials will provide some guidance in the preliminary process.</li></ul>
3) Farm Business Mgmt.	Temte	<ul style="list-style-type: none"><li>• President Temte reviewed the progress being made on making significant changes to the delivery of Farm Business Management.</li><li>• Ag Center of Excellence with Central Lakes and Ridgewater Colleges will provide resources to expand into other areas, such as a pathways program from secondary to post-secondary; building relationships with business and industry &amp; other colleges; new technology, such as precision agriculture; possible partnerships on a TAACCCT grant are being discussed.</li></ul>

4) Enrollment Update	Trainer	<ul style="list-style-type: none"> <li>• Jason shared a spring and fall 2014 semester enrollment report.</li> <li>• We are currently up 1% FYE over last year for spring semester, and down by 6% FYE for fall 2014.</li> <li>• Program enrollments will be examined for fall 2014 at the December Cabinet meeting.</li> <li>• It was suggested that best practices for faculty to retain/attract students could maybe be incorporated into the faculty in-service agenda.</li> </ul>
5) Weather Decision-Making	Lindseth	<ul style="list-style-type: none"> <li>• Becky will be providing information to all Cabinet members this week regarding the chain of command for weather decision-making.</li> <li>• President Temte noted that Campus Deans (Steve and Brian) will be assigned to determine whether weather conditions warrant changes in the class schedule.</li> </ul>
6) FY15 Budget Development	Jesme	<ul style="list-style-type: none"> <li>• The online budget request process will open around Jan. 1<sup>st</sup>.</li> <li>• Employees will be encouraged to submit all equipment needs (their wish lists), so that the leveraged equipment process can be utilized wherever appropriate.</li> <li>• Shannon noted that fees can be increased by 3% overall for FY15.</li> <li>• Student consultation letters are required to the Chancellor's office by April 1<sup>st</sup>.</li> <li>• Shannon reported that the FY14 projected deficit is approximately \$2-2.5 million net loss after cash to accruals.</li> <li>• The FY14 budget will be reviewed at the December meeting.</li> <li>• We have steadily been building cash reserves, and will utilize those this year for some of the shortfall. Having cash reserves is improving our Composite Financial Index (CFI).</li> </ul>
7) GED Testing at Aerospace	Zoller	<ul style="list-style-type: none"> <li>• Curtis reported that approximately \$7,000-8,000 may be needed to upgrade the testing center at the aerospace site to accommodate GED testing after Jan. 1<sup>st</sup>.</li> <li>• Discussion was held on the equipment needs; Stacey suggested that the current computers in the TRF campus cyber hallway may meet the needs, as they are not used regularly in their current location; additional security cameras may be needed.</li> <li>• Existing furniture at the aerospace testing site may be used.</li> <li>• Discussion needs to be held regarding all the testing sites, and whether they can or should be integrated to be more efficient.</li> </ul>

8) Telepresence Update	Hron	<ul style="list-style-type: none"> <li>• Rooms on all sites are soon completed.</li> <li>• Discussion was held on the scheduling process – the credit based courses have priority and need to be entered into the room schedule before anyone else can schedule the rooms for meetings. The Deans' group will discuss this.</li> <li>• Discussion was held on whether or not food or beverage will be allowed in the room. No final decision was made.</li> </ul>
Meeting Adjourned @ 10:30 am		
Next Meeting Date	Thursday, December 19, 2013; 9 a.m. – Will attempt to use telepresence rooms (TRF 601; EGF 149, AC)	

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