



President's Cabinet Meeting Minutes

Thursday, December 19, 2013

TRF 601; EGF 149, AC13 – First Cabinet meeting via telepresence

Members Present:

Rocky Ammerman, George Bass, 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, Karl Ohrn, Jim Retka, Gerry Schulte, Jodi Stauss-Stassen, Anne Temte, Jason Trainer, Curtis Zoller

Absent:

Guests:

Topic	Responsible Party	Discussion/Outcome
1. Athletics Update	Temte, Crittenden	<ul style="list-style-type: none">Anne, Carey, and Steve will meet with faculty leadership on Jan. 8th to discuss the suspension of the football program.A memo from President Temte was distributed to specific community groups, explaining the rationale for the suspension (TRF and EGF Community Advisory Committees, TRF Chamber of Commerce Board, Foundation Board, TRF Rotary, and Jobs Inc Board). Cindy will forward the memo to the Cabinet.A link to submit questions or comments has been developed: http://www.northlandcollege.edu/contact/athleticsNo community open forum is planned.
2. Misc. tasks to be assigned	Temte, Cedergren	<ul style="list-style-type: none">The following tasks currently done by Cindy Cedergren were discussed, and were assigned as follows:<ul style="list-style-type: none">TRF CARE Fund – Rosie GustafsonTRF Meals on Wheels Contact – Rosie Gustafson; may also involve new Student Life Coordinator.Proofing/Approving Business Card Orders – new president's assistant will assume this role.Assistance with weather emergency contact process – Rosie Gustafson; this may require occasional overtime hours for Rosie, when contacts are made beyond normal working hours.

		<ul style="list-style-type: none"> • Cindy will meet with Rosie on Dec. 23 to review processes in place for the tasks assigned to her.
3. FY14 Budget	Jesme	<ul style="list-style-type: none"> • Shannon reviewed changes made since the Aug. report. • Biggest change was the projected decline in tuition revenue, based on 2,635 FYE. • Discussion was held on whether the enrollment projection should be reduced to 2,554 FYE for FY14, based on current enrollment reports. • Sale of Swenson House revenue was received in FY13 and went into reserves; a portion of it was spent in FY14 for remodeling projects at EGF and TRF campuses. • Deans need to work with Division Chairs to assure strength in health and liberal arts and sciences. We need to continue to work on partnerships with UND. • New program development in Pre-Engineering and Ag programs will help grow enrollment in the future. • Discussion was held on enrollment trends by program – Shannon will provide reports. • Concerns were raised regarding the lack of a current airport lease, and the lack of progress that MnSCU is making on the current and future lease agreement with the Airport Authority. These issues need to be resolved before the capital bonding project is implemented.
4. FY15 Budget	Jesme, Temte	<ul style="list-style-type: none"> • A narrative summary regarding confounding elements of the FY15 budget was discussed. • The summary outlined numerous issues beyond the control of the college that prevent administration from accurately projecting revenues or expenditures. • Tuition is frozen by the legislature for FY15; we can raise fees by 3% overall. • Student Consultations – letters to Chancellor’s office are due in April. Discussion was held on possible tuition reduction in UAS and Imagery Analysis programs. • Jan. 23 Cabinet meeting was established as the deadline for all proposals for tuition and fee changes, to allow time to meet with Student Senates twice before the April letter is due. Cabinet members were asked to send

		any proposals to Shannon Jesme and Steve Crittenden prior to the Jan. 23 Cabinet meeting, so they can be reviewed and approved at that meeting.
5. Revised Organizational Chart	Lindseth	<ul style="list-style-type: none"> Becky briefly reviewed the changes, effective Jan. 1, 2014; revisions will be made and posted as vacancies are filled.
6. Telephone Directory Listings	Lindseth	<ul style="list-style-type: none"> Becky reported that several local and regional telephone directories need to be updated, in terms of the departments and numbers listed under the college name. After discussion, it was determined that for future directories, only the toll free and main receptionist numbers will be listed for each campus. Administrative Services dept. will contact the phone companies to make the necessary changes. Directories are printed about a year in advance, so it will likely take up to 1-2 years to get them all updated.
7. Staffing during holiday break	Schulte	<ul style="list-style-type: none"> Jerry asked about what level of staffing is needed during the holiday break. Discussion was held. There will be minimal staffing in most offices, particularly on Christmas Eve and New Year's Eve. Both campuses will develop a schedule of the administrators who will be on campus each day during the break, and share it with both receptionists.
8. Final grade submittal for spring semester	Ammerman	<ul style="list-style-type: none"> Discussion was held on whether to extend the final grade deadline for spring semester to Sat, as was done for the fall semester. Classes end on Thursday, May 15, so faculty would have Friday to submit their grades. The Cabinet agreed to leave the deadline as Friday, May 16.
9. Testing Center at Aerospace	Zoller	<ul style="list-style-type: none"> Curtis reported they are behind schedule on finalizing the contract with Pearson Vue. Equipment needed for seven stations is available without purchasing new; we still need cameras installed; Clinton reported we may need to contract with a technician to program the cameras (approx. \$500-700 expense). If this site is not ready by Jan. 1, participants will be referred to the EGF Campus for GED testing. Carey noted that Brian Huschle will be evaluating the test centers college-wide throughout this year.
10. Recognition Survey	Klug	<ul style="list-style-type: none"> Dan reported that little response was received from the survey sent under Anne's name, to gather information on what types of recognition are

		<p>given to students, employees, and alumni college-wide, on behalf of the college.</p> <ul style="list-style-type: none"> • Dan will resend the memo and link to the survey, and asked members to forward it to the depts./programs they supervise if needed to gather the information. • Becky asked about certain bargaining unit types of recognition – such as achievement awards, performance awards, awards for excellence, etc. They should all be included in the data gathering.
11. Policy Review	Lindseth, Bakken	<ul style="list-style-type: none"> • #1080 Sexual Violence Policy – revised per MnSCU policy changes. <ul style="list-style-type: none"> ○ Mary noted that all employees and students will be required to complete training on this subject. Will be implemented by next fall semester. Julie F. will add this training to the required training list for employees. • #7037P Fixed Assets – revised per MnSCU policy changes • #5085P Procurement and Contracts Procedure – revised timeframe from 12 months to 90 days, for losing purchasing privileges when issued three 16A violations within a 12-month period. • Procurement Card SOP – revised to require annual D2L training for all cardholders and approvers.
12. Grant Proposal Intents	Carey Castle, Retka	<ul style="list-style-type: none"> • Several grant projects were mentioned: <ul style="list-style-type: none"> ○ Ag Center of Excellence Grant ○ TAAAC/DOL Round 4 Grant ○ Career Connect/DOL – working with N.W. Minn. Foundation & Central Lakes College ○ Transportation Center of Excellence – Curtis is working on an application with Dakota County College. ○ NSF Mentor Connect – requesting planning grant funds
Meeting Adjourned @ 11 am		
Next Meeting Date	Thursday, Jan. 23, 2014; 9 a.m.- Currently scheduled for face-to-face in EGF 290; with a polycom connection for one administrator in TRF 662 (if not changed to telepresence)	