Northland Community & Technical College
President's Cabinet Meeting

Thursday, April 3, 2008
TRF Campus, Room 662

M I N U T E S

Attendees: Anne Temte, Kent Hanson, Becky Lindseth, Cindy Cedergren, Norma Konschak, Mike Normandin, Mary Fontes, Dennis Paesler, Jim Retka.
Guests: Bob Gooden, Clinton Castle, Jerry Schulte, Kim Nagle, Mark Johnson, Travis Ryder

Topic	Responsible Party	Discussion/Outcome
1. Telephone Proposal	Gooden, Schulte	Bob and Jerry pitched a proposal to make changes in the phone systems that would change the internal extensions of employees' phones to the same as external, and would also change the prefix on each campus (TRF to 683; EGF likely to go to 793). It was noted that if the main switchboard numbers do not change prefixes, but all the departmental prefixes change, this would cause confusion to the public. The proposed change would allow the campuses to acquire 500 consecutive numbers. The current phone contracts expire this spring, and we will be issuing an RFP for a new contract. The new system will include caller ID and other features currently not available at TRF. The system will allow for calls to be forwarded to the new numbers for a specified timeframe, so calls should not be lost or dropped. July 1st was proposed as the implementation date. It was decided that both campuses will dial "8" to access an outside line. A combined employee directory (by name and by department) will be developed. Discussion was held on departments/employees who need to be involved in the change process. Jerry and Bob will call a meeting of the following: Karen Meine, Margaret Nelson, Clinton Castle, Stacey Hron, Becky Lindseth, Kirsten Melby, and any others they deem necessary to make the transition go smoothly. The Cabinet supported

		the proposed changes.
2. Pioneer 90.1 Presentation	Kim Nagle	Kim provided a presentation of the results of a grant-funded market research and analysis of Pioneer 90.1. Her report provided a potential set of goals and objectives and a business plan outline. Her report included the following as the key elements for the future success of Pioneer 90.1: 1) community responsiveness to formatting; 2) local news and event coverage; 3) development of a mutually rewarding and fully-integrated relationship between the college and 90.1; 4) a strong marketing and fundraising strategy, and 5) adequate staffing to accomplish the goals set forth by an authorized and responsible advisory board. Discussion followed with Travis and Mark providing additional information to the Cabinet. President Temte thanked Kim for her work, and the Cabinet will consider her recommendations.
3. President Update	Temte	Anne expressed concern that the testing staff levels compared to the volume of tests administered on each campus appears to be unbalanced. She also noted that we need to clearly define what our expectations should be of student life activities on and off campus, and the requirements for supervision of such activities. Anne reported on changes being made to the evaluation process of college presidents by the Chancellor. She reported that MnSCU has committed $100,000 to the college for intensive marketing and reorganization of the aviation program. Plans are being made to clean up the hangars and work is being done to prepare the surplus equipment for disposal/trade/sell. An individual from a regional PAMA organization has volunteered to assist in this project.
4. Image Now	Temte	Anne noted that Stacey Hron had informed her that approx. $30-40,000 was available from an unspent enterprise fund, and could be used to purchase the Image Now software, which would be used to develop a college-wide records retention system. Anne and Mary will visit with Stacey about the available funds.
5. Employee Directory on Website	Lindseth	Becky reported work has begun with Scott Foss on updating information for the employee directory on the web. She stated that only the following information will be listed for each employee: name, working title, degree contained in the SCUPPS system, office phone, and campus location. No other details will be posted on the directory, but can be included in the individual departments' web pages.
6. Employee Separation Process	Lindseth	Becky reminded supervisors that access to information systems (including email addresses) need to be disabled, keys collected, etc, upon an employee's separation of employment. The Employee Separation Form must be used (located in Virtual Office/Forms/Human Resources), to ensure all areas are covered.

7. EGF/TRF Employees on Groupwise	Lindseth	Upon Becky's recommendation, the Cabinet agreed that all administrators' and MMA supervisors' names be included on both the TRF and EGF Employee Groupwise listserv, to improve college-wide communications.
8. Aviation Program	Konschak, Retka, Hanson	Norma reported on adding aviation courses back into the fall schedule. Major changes to curriculum will not be done in time for fall. It was noted there are issues to be worked out regarding the development of a compressed class schedule, such as financial aid. Anne noted that OOC staff have offered to assist in working through the issues. Mary was asked to contact Steve Frantz for guidance. Jim Retka reported that Susy Dowers will be located at the airport campus on T-W-Th, and at EGF on Mon & Fri. (Although this contradicted what was communicated to EGF employees). Lynn McGlynn will be focusing strictly on aviation tasks, rather than other ancillary duties that she typically handles. It was determined that Becky and Jim should meet with Lynn and Susy to discuss possible changes in work schedules, duties, etc. Discussion was held on limiting the enrollment to 25; The suspension needs to be lifted by the OOC- Kent will submit required forms. Discussion was held in regard to recalling lay-offs. Jim reported we are working with MnSCU General Counsel office on legal documents regarding the Air China proposal with UND.
9. Sabbatical Change Request	Konschak	Norma reported that a faculty member had requested to change their sabbatical leave from fall to spring semester. The change was approved.
10. Business Instructor position	Konschak	Position was approved to post. Included in the position description will be 75% business; 25% entrepreneurship.
11. Student Services Structure	Fontes	Tabled until next meeting.
12. Diversity Committee	Fontes	Mary reviewed the past structure of the Diversity Committee, and asked if there had been any changes made to that structure, after Pres. Temte had met with the Committee earlier. Pres. Temte confirmed that she did not make any changes to the structure, and that it should continue to serve as a college-wide committee.
13.Proposed 08-09 Committees	Cedergren	Cindy asked for changes/feedback to the proposed list of the committees that will go to Shared Gov. Council next week. A couple of changes were made.
Adjourned at 12 Noon		
Next Meeting		Thursday, April 24; EGF Campus, Room 106 – starting at approx. 10:30 a.m. (immediately following PAC meeting) – All day meeting focusing primarily on budget planning.