



Northland Community & Technical College President's Cabinet Meeting

December 7, 2006
EGF Campus – Room 106

MINUTES

Attendees: Anne Temte, Kent Hanson, Bonnie Stewart, Becky Holthusen, Shari Olson, Cindy Cedergren (via polycom)

Absent:

Topic	Responsible Party	Discussion/Outcome
Call to order	Anne Temte	
1. Sanitizing Wipes	Becky Holthusen	Becky reported on the high cost of purchasing sanitizing wipes as part of the preventative measures included in the Pandemic Plan. Alternatives will be considered. Kent will visit with Barb Forrest for information on that topic.
2. Volunteer Policy/Procedure	Becky Holthusen	Discussion was held on whether theater participants and community band members, who are not enrolled as students, should be completing the same agreement as volunteers. It was determined that those individuals should sign a hold harmless agreement instead.
3. Code of Ethics	Becky Holthusen	The Code of Ethics was discussed in relation to a conflict of interest with an employee. Becky will continue to be the designated administrator to gather information, confer with supervisors as appropriate, and make a determination whether the Code of Ethics may be violated. This topic will also be reviewed at the next PAC meeting.
4. Gifts-in-Kind Policy/Procedure	Bonnie Stewart	Ready for first reading at Shared Gov. Council, and post to Virtual Office.
5. Ingenuity Frontier/Centers of	Bonnie Stewart	Bonnie reviewed the progress and plans of the Ingenuity Frontier project, which includes BSU, Northwest Tech, NCTC, DEED, Headwaters Regional Dev.Commission, and NW

Excellence		Minn. Foundation. The college presidents need to be brought into the loop. Next meeting is Jan. 9 th . Anne, Jon Quistgaard, John Ostrem, Bonnie (and possibly Shari) will meet in mid-January. It was noted that the Centers of Excellence group has meetings in TRF this week. It was noted that a National Association for Community College Entrepreneurship Conference is scheduled in January in Florida. Possible attendees are Bonnie, Anne, and Dennis Sevigny.
6.FY08 Budget Requests	Shari Olson	The Cabinet reviewed the list of (19) requests submitted to date. It was recommended that the ITS Dept. arrange for one-on-one training for employees experiencing difficulties using or submitting the form on-line. It was noted that the Deans need to play an active role in submitting requests for departments under their supervision. Shari will provide a printout of the projects received to date at the Dec. 14 SGC meeting.
7. Facilities Benchmarking Trip	Shari Olson	Shari explained the purpose and results of the trip in which 8 faculty and staff traveled to Phoenix Arizona to tour 5 campuses in the Maricopa Community College System. The information and perspectives will be shared at the Dec. 14 SGC meeting.
8. LM Glasfiber	Anne Temte	Anne reviewed the tour conducted last week of this company in Grand Forks. She believes there is great potential for NCTC to work with this company. A follow-up meeting with Keith Lund and Klaus Thiessen of the GF Region Economic Dev. Commission is scheduled for Dec. 18 – Jeff & Mike will be invited.
9. College-wide Employee Meetings	Anne Temte	Anne inquired about the feasibility of conducting monthly all employee meetings via polycom or ITV. Cindy reported that both campuses are capable of delivering the meeting in that fashion, using the theater in TRF, and Room 315 in EGF. Dates and times will be set starting in January. Anne plans to inform EGF employees of her EGF office hours on a weekly basis and will encourage drop-ins.
10. Leadership Competencies	Anne Temte	Anne distributed discussion questions from a leadership development project being developed through the Office of the Chancellor. Ideas were suggested, and will be brought to the PAC for additional input.
11. MnSCU Policy 4.4 Weather/Short Term Emergency Closings	Anne Temte	Reviewed proposed policy regarding class cancellations and campus closings. Will wait until MnSCU adopts the policy before making changes to NCTC policy.
12. Leadership Council Information	Anne Temte	Anne reviewed information received at the Presidents' Leadership Council meeting this week. Topics discussed were: statewide tuition increases, Technology Initiative, FY08 allocation, etc. Anne asked that college administrators provide her with talking points to communicate to the public on how MnSCU's initiatives will impact NCTC. She recently met with Representative Dave Olin, and wants to meet with Representative Bernie Lieder. (Kent will arrange a meeting in EGF). Anne wants to be included in the agenda of each of the Cabinet's depts. at their next scheduled staff meetings.

13. Campus Management Teams	Kent Hanson	Kent relayed a concern from the Campus Mgmt. Team that the topics of discussion will or may overlap with the function of the Facilities Committees on each campus. It was noted that the Facilities Committees should be discussing and developing long-range planning for the facilities more so than day to day operations. The purpose of the Facilities Committee may need to be clarified.
14. PTK All-Academic Team Nominations	Anne Temte	Anne inquired about the status of nominations from the respective PTK Chapters. Kent reported that the TRF advisor and Academic Dean were assigned the project. There are no nominations from the EGF Campus.
15. Security Awareness Training	Becky Holthusen	Becky reported on the upcoming mandatory training requirements for employees regarding data security. Three employees attended a meeting this week to learn about the training program that will be administered through D2L. Due to the additional staff time that will be required to administer and track this training, which will be launched in February, Becky requested funding for additional staff in the FY07 budget. This will be revisited at the Dec. 21 Cabinet meeting.
16. Next Meeting		Thursday, December 21, 2006 at 1:30 p.m., TRF Campus, Room 654. Paul Ihle, Craig Mattson, Jeff Thomas, and Dennis Bendickson will attend the first part of the meeting to discuss Campus Courts issues.