



Northland Community & Technical College President's Cabinet Meeting

December 21, 2006; 1:30 p.m.
TRF Campus, Room 654

MINUTES

Attendees: Anne Temte, Bonnie Stewart, Shari Olson, Becky Holthusen, Cindy Cedergren

Absent: Kent Hanson

Topic	Responsible Party	Discussion/Outcome
1. Campus Courts Discussion	Anne Temte	Guests: Paul Ihle, City Attorney, Craig Mattson, representing Chief of Police; Jeff Thomas, Dennis Bendickson. Paul shared the history of campus housing. Craig reported that problems have been less frequent this year than some previous years. Security cameras on site have been very helpful to law enforcement. Eviction notices to students violating the rental agreements have been issued by the management company, which hasn't been done in previous years. Discussion was held on what the college can do to get students involved in the community and college activities. Community holiday dinners and student involvement in the K-12 volunteer program was discussed. Bonnie Stewart had some thoughts/ideas on how the city, college and the management company could partner together in the future.
2. Security Awareness Training	Becky Holthusen	Becky explained the mandatory employee training being implemented by the Office of the Chancellor starting in Feb. The training consists of (3) 30-min. core courses offered through D2L (can be taken anytime between Feb –May at the employee's work station). In the Fall of 2007, (4) additional topical courses will be ready for implementation. Discussion was held on the need for tracking, sending reminders, and reporting completion rates to the OOC. It was suggested that the supervisors be given the responsibility to monitor the completion of the courses being taken by their supervisees. Becky will inform Cabinet members once questions about D2L are known. President

		Temte will issue a memo to all employees once the process is determined and ready for implementation. Becky will confer with the two colleges in the pilot project now, and the OOC, to learn more about their best practices.
3. Intercultural Development Initiative Project	Shari Olson Bonnie Stewart	Shari presented the plan and budget (which was approved during FY06) for implementing a 3-year Intercultural Development Initiative. Year One (2007) was previously approved by the Executive Council for \$34,250. Bonnie suggested applying for a Bremer Grant to fund the 3-year initiative, totaling \$120,050. Bonnie will work on the grant application process. Sheila Michaels and Richard Wills are trained to administer the training to employees. It was determined that Sheila will be asked to chair the TRF Community Initiatives -Diversity Subcommittee, and Pat Balstad will be asked to chair the same EGF Subcommittee.
4. \$500,000 Manufacturing Initiative Project	Shari Olson	Shari reported that an architect for this project will be selected tomorrow. Discussion was held on whether we want to proceed as originally planned, having remodeling done on both the TRF main and airport campus to accommodate the Welding/Robotics/Electronics program. Discussion was held on possible space on the main campus. Space utilization needs to be examined thoroughly before we proceed. The timeline for the construction phase is between May 15-August 15. Jan. 3 rd was suggested for a meeting with Kent, Jeff, Clinton & Cabinet members, to discuss TRF facilities. Cindy will confirm the date/time once calendars are known. Shari will provide the proposal & architect information. Cindy will obtain ISRS data on room usage for the airport and main campus.
5. Administrative Services Progress Reports	Shari Olson	Shari distributed meeting minutes and reports from various teams within Admin. Services, and asked members to review them and provide feedback to her - are there other things they should be working on that are not included? Shari stated that all the admin. services groups should start reporting on their activities at the PAC meetings.
6. FY08 Budget Requests	Shari Olson	Next steps were discussed: Requests will be sorted (by supervisors); Supervisors meet with their direct reports; Kent and Shari meet together; By end of February, supervisors have prioritized their lists; By end of March, all projects should be prioritized. Shari distributed the FY08 Budgeting calendar. She will add an "Outreach & Advancement" participants column to the calendar.
7. Alignment of Academic Plans with Strategic Plan	Shari Olson	Shari reported that during the months of Jan-April, she will be working with employees to align their previous academic plans with the college strategic plan and the MnSCU Strategic Plan. She asked for advice on a process.
8. Next meeting:		May be Jan. 3 rd - to focus on TRF facilities issues. No further Cabinet meeting dates have been set.

