



## Northland Community & Technical College President's Cabinet Meeting

Monday, January 8, 2007  
TRF Campus, Room 662

### MINUTES

Attendees: Kent Hanson, Bonnie Stewart, Shari Olson, Anne Temte, Cindy Cedergren

Absent: Becky Holthusen

Topic	Responsible Party	Discussion/Outcome
1. CNA Testing Site	Bonnie Stewart	Room 654 is available through Feb. 9. Room 551 may be available from Feb-mid-May.
2. Ingenuity Frontier	Bonnie Stewart	Development proposal was shared and discussed. Bonnie provided background information and outcomes of recent meetings.
3. Admissions Policy	Bonnie Stewart	Bonnie reported there is some confusion on alternative methods used to enroll students in credit-based COI courses. She will be meeting with some Student Services staff to discuss the issues and clarify processes.
4. Cabinet meeting with Foundation Exec. Committee	Bonnie Stewart	Bonnie will request the Found. Exec. Committee meet with the Cabinet, regarding the alignment and coordination of College and Foundation goals, at the request of President Temte.
5. Center for Entrepreneurship	Bonnie Stewart	Bonnie shared a draft brochure for the Center, and a draft of a new Swenson House brochure to market it for special events.
6. Professional Development for Support Staff	Shari Olson	The Cabinet supported a college-wide goal to require and provide opportunities for training to college support staff in order to reach a higher level of use of technology, and reduce the assistance that IT is providing support staff in using various programs. Discussion followed regarding continuous improvement projects in progress within the

		Admin. Services Divisions. Awards will be presented at a future all-employee meeting.
7. Biennial Budget Response	Anne Temte	Anne shared and reviewed a draft response to the OOC and asked for input on various statistics. She will work with Lindsey Wangberg this week to finalize the document.
8. President's Work Plan	Anne Temte	Anne shared a draft plan and asked for input by the end of this week to submit to the OOC by Jan. 16 <sup>th</sup> . An internal MnSCU/NCTC goals document was reviewed and she asked for feedback on that document by the Jan. 23 Cabinet meeting.
9. Capital Budget Presentation	Anne Temte	NCTC is scheduled to present the 2008 EGF capital bonding project to the Board of Trustees at a hearing on March 20 at 12:55 p.m. in St. Paul. Those who may attend include: Anne, Shari, Kent, and the architects. (The preceding presentations are scheduled on March 7)
10. Luoma Leadership Academy	Anne Temte	A request from the OOC for nominations for the 2007-2009 program was reviewed and discussed. Anne will send a memo to (3) employees being nominated by the Cabinet, and faculty presidents will be asked if there are faculty members who have expressed an interest. The cost of the program per enrollee per year is approx. \$1000 (2-year commitment).
11. Air Quality at EGF-COI	Bonnie Stewart	Bonnie reported on a serious air quality issue in the COI dept. at EGF. EGF facilities staff are working to find the source of the problem and hopefully resolve the issue.
12. Adjourned at 12:05 pm		
13. Next meeting		Tues, Jan. 23 at 9 a.m., TRF, Room 662 (time may change, due to Cont. Improvement presentations scheduled – watch for notice from Cindy)