



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

Thursday, February 8, 2007  
EGF Campus, Room 106  
9 a.m.-12:30 p.m.

### MINUTES

Attendees: Anne Temte, Kent Hanson, Shari Olson, Bonnie Stewart (until 11 a.m.) Becky Holthusen, Cindy Cedergren  
Guest: Mary Fontes

Topic	Responsible Party	Discussion/Outcome
1. Personnel Matters	Becky Holthusen	Becky shared research on financial aid staffing at other colleges with comparable enrollment and campus sites. Becky and Mary will work on updating the position description for Financial Aid Director. Timelines were developed for the posting process. Other personnel issues were discussed.
2. Domain on Website	Mary Fontes	Mary reported that the EGF Thought Club wants to develop their own domain on the NCTC website. Discussion was held on issues surrounding this request. She will consult further with the Office of the Chancellor and report back to the Cabinet.
3. Health Insurance	Becky Holthusen	Becky explained the rating system used by DOER to assign Cost Levels to health care providers.
4. Faculty Recognition Award	Becky Holthusen	Becky shared information she received from the Office of the Chancellor regarding the recent request for faculty nominations for an award from the NCTC Foundation. She will visit with Foundation staff on this information.
5. Achievement Award	Becky Holthusen	Becky forwarded a nomination for an Achievement Award. The Cabinet recommended the President's approval.
6. Security Awareness Training	Becky Holthusen	Becky reported that the OOC is approximately 3-4 weeks behind schedule in the development of the core courses required for all employees.
7. Credential Field Software	Becky	Becky reported that the OOC is not ready to release this software that is needed to

	Holthusen	implement a MnSCU policy which was effective July 1, 2006.
8. Electronic Timesheets	Becky Holthusen	Becky reported that the OOC is not ready to implement this process.
9.Contract Language	Becky Holthusen	Discussion was held regarding language in the MMA contract and how to respond to issues surrounding that language.
10. Late Fees	Shari Olson	Shari reported that the Business Services Division recommends an increase in late fees from \$30 to \$50. The increase is requested to be implemented Fall Semester 2007. Cindy will check to see if the late fee is included in the current tuition and fees policy, and it will be determined if an increase needs to be forwarded to Shared Gov. Council for review and feedback.
11. Drop for Non-Payment Contact List	Shari Olson	Shari reported that this semester the Bus. Services Division initiated emails to all students who were candidates to be dropped, prior to the deadline. Future notices to students regarding their outstanding accounts will be also communicated via email, working toward a paperless process.
12. Bookstore Policy Revision	Shari Olson	Shari presented a revised policy and procedure for review. Cindy will make a few minor changes and forward it through the SGC review process.
13. Integrated Planning	Shari Olson	Shari inquired whether the process of prioritizing each division's budget requests for FY08 was proceeding on schedule. Cabinet members were satisfied with the progress being made.
14. Presidents' Mtg. Info	Anne Temte	Anne shared information obtained at a recent Pres. Mtg. regarding the Personnel Plan for MnSCU administrators; Instructional Cost Study History data soon available from the OOC; and proposed use of vehicles guidelines from a MCCC meeting.
15. PTK All-State Academic Team Luncheon	Anne Temte	Jeff Thomas will represent administration at the luncheon scheduled for Feb. 22 in Bloomington. Area legislators will be invited by the Pres. office.
16. Next meeting		Tuesday, February 27 at 1:30 p.m., TRF Campus, Room 662
17. Adjourned at 12:30 p.m.		