



Northland Community & Technical College President's Cabinet Meeting

Thursday, March 8, 2007
9 a.m., TRF Campus, Room 662

MINUTES

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

| Topic | Responsible Party | Discussion/Outcome |
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| 1. Non-Instructional Assignments | Becky Holthusen | The Cabinet reviewed and discussed a compilation and comparison of non-instructional assignments from FY05 through FY07. Anne stressed the need to be very deliberate and thoughtful with such assignments so that our FTE growth is commensurate with our enrollment growth. |
| 2. Work on Weather-Related Days | Becky Holthusen | Discussion was held regarding employees working from home on days when traveling from home is not feasible due to road/weather conditions. It was determined that administration will not approve work at home requests at this time. Employees must continue to take vacation leave if they cannot make it into work on scheduled days. |
| 3. Restructuring of Personnel Parent Cost Centers | Becky Holthusen | Discussion was held on the current structure. Becky and Dennis Paesler are working on a proposal for a new college-wide structure of parent cost centers to be reviewed by the Cabinet. |
| 4. Supervisor Timesheets | Becky Holthusen | After discussion it was determined that MMA employees should begin using a negative time reporting timesheet, as administrators now do, instead of using regular employee timesheets. Becky will either set up a meeting or send correspondence to these employees explaining the change in this procedure. |
| 5. Employee Timesheets | Becky | Becky discussed the importance of timeliness and accuracy in reviewing as it relates to |

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| and Leave Forms | Holthusen | timesheet approval, submittal, and leave forms. Cabinet members were urged to visit with their supervisees who approve timesheets, and to work with their administrative assistants (where applicable) to get a streamlined process in place. |
| 6.Faculty over 140% | Becky Holthusen | Discussion was held on faculty overload credits, and the MnSCU pre-approval process. |
| 7. New Employee Packets | Becky Holthusen | Becky reported that employees cannot be fully set up for payroll purposes until all new employee forms are completed accurately. If they are not, their first payroll check may be delayed. |
| 8.Internal Structures | Anne Temte | Discussion was held on how to improve communications with all supervisors, and whether to increase the membership on the President's Administrative Council. President Temte stated administration should re-examine the internal structures and membership on various teams after year-end. |
| 9.Return to Title IV | Anne Temte | Anne shared information reported to the presidents regarding attendance requirements for recalculating financial aid. This will be discussed at the next PAC meeting and the April Shared Governance Council meeting. |
| 10. Title IX | Anne Temte | Anne shared information reported to the presidents regarding Title IX requirements. This will be discussed at PAC and Shared Governance Council meetings. |
| 11. Achievement Awards | Becky Holthusen | Becky reported that these awards need to be paid by June 30. It was agreed that Becky should send a reminder to employees to remind them of the nomination process. |
| 12. Chinese Aviation Contract | Kent Hanson | Kent discussed the RFP being developed to submit to UND to offer services for students from China needing aviation training at the TRF Campus. Bonnie will work with Jeff Thomas to complete the proposal. |
| 13. Continuous Improvement Training | Shari Olson | Shari reported on the progress of the Administrative Services teams in their training plan and projects. Presentations of Workplace Organization projects will be given on April 9 th . They will also be integrating a "Strength Finder" instrument to be used in the performance review process. It was suggested that PAC members be trained to utilize these tools and processes to make improvements in their departments. |
| 14. April 9 th In-Service | Kent Hanson | Kent reported that April 9 th will be devoted to assessment activities, and will be held at the TRF Campus. |
| 15. Presentation to Board of Trustees | Shari, Kent, Anne | Following the Cabinet meeting, discussion was held regarding the Power Point presentation on the capital budget request, to be presented to the Board on March 20 th . |
| 16. Next Meeting | | The March 15 th meeting was cancelled due to absences. March 19 was proposed as a substitute date. |
| 17. Meeting adjourned | | Adjourned at 12:30 p.m. |