



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

May 4, 2007; 10 a.m. - 5 p.m.  
TRF Campus, Room 662

### MINUTES

Attendees: Anne Temte, Kent Hanson, Shari Olson, Bonnie Stewart, Becky Holthusen,  
Cindy Cedergren, Recorder  
Guests: Dennis Paesler, Dean Dalen

Topic	Responsible Party	Discussion/Outcome
1. Achievement Awards	Becky Holthusen	Nominations for achievement awards for employees were reviewed and discussed. Becky will provide copies of each nomination to Cabinet members for additional feedback. No decisions were made. It was noted that a line item for awards should be included in the FY08 budget.
2. Summer Work Schedules	Becky Holthusen	The Cabinet agreed to the concept of having coverage in every department five days per week whenever possible. Vacation and summer work schedules should be developed with this in mind.
3. Faculty Credentialing	Becky Holthusen	This on-line system is soon ready to implement. The Cabinet identified users of this program to include: Kent Hanson, Mike Normandin, Jeff Thomas, Ron Dvergsten, Kirsten Melby, Pat Balstad, Bonnie Stewart, and Becky Holthusen. This is a potential in-service workshop topic.
4. Supervisor Training	Becky Holthusen	The Office of the Chancellor has scheduled New Supervisor training sessions. Clinton Castle, Bob Gooden, and Bonnie Stewart were identified as potential attendees. Becky will share the details with the potential attendees.
5. Webinar on Bullying	Becky Holthusen	Becky inquired about offering access to this webinar to college employees. After review, it was determined that it was not necessary to offer it because it was directed primarily at K-12.

6. Personnel Update	Becky Holthusen	Discussion was held on the need for Vice Presidents to be involved in the recommendation of finalists which are forwarded to HR, and subsequently to the President. Approval was granted for a one-year leave of absence request from a faculty member, and to proceed with filling the vacancy.
7. "Second Life"	Anne Temte	Anne explained the "Second Life" internet program and it was suggested that it be demonstrated at the academic planning session on May 11 <sup>th</sup> .
8. Survey of Student Satisfaction	Anne Temte	Kent Hanson reported that Mary Fontes and Rocky Ammerman are taking care of this survey distribution and collection.
9. Shared Gov. Council	Anne Temte	The proposal for participation in activity courses was discussed at length, and draft #2 was developed. The Cabinet recommended charging \$50 per activity for participation for non-credit. Kent Hanson reported he is working on a draft process/plan for program suspensions/closures that he will present at AASC on May 9 <sup>th</sup> , and SGC on May 10 <sup>th</sup> . The formation of a Finance Committee was discussed. Shari and Anne will work on purpose statements, membership structure, etc., for the SGC meeting. The Bookstore Operations policy/procedure was discussed and was determined that further discussion needs to occur before a policy/procedure is finalized and adopted. ITV class caps will likely be added to the SGC agenda by faculty. It was noted that improvements to technology need to occur to accommodate multiple sites.
10. Leadership Council Update	Anne Temte	Anne reported on discussions at last week's meetings with the Chancellor and college presidents. She has requested that Laura King and/or her staff from the Finance Division meet with the Cabinet this summer to discuss long-range plans for the budget development process.
11. Continuous Quality Improvement/Value Stream Mapping	Anne Temte	Anne complimented the Admin. Services Division for their continuous improvement initiatives and it was suggested that all employees be given a general overview of that process, possibly during the fall in-service workshop.
12. Community Advisory Group	Anne Temte	Anne suggested forming a small group of community members that could serve in an advisory capacity to the President on college-wide issues; membership could include city officials, health care, accountant representatives, etc.
13. Work Study Wages	Shari Olson	Shari reported that maintenance and IT Depts. are having difficulty finding students who will work at the current rate of pay, since many local businesses are paying higher wages. Discussion was held on the administration of institutional work study funds. Kent Hanson will visit with Mary Fontes on the current processes. The Cabinet approved the following pay increases, effective May 30 <sup>th</sup> . Current positions at \$7.50/hr. will increase to \$8.50/hour and current \$10/hr. positions will increase to \$11/per hour. (This was later changed to a July 1 <sup>st</sup> effective date, after conferring with Donna Quam).

14. Trash Disposal	Shari Olson	Shari asked members if reducing the office trash disposal down to two days per week would be sufficient, as a means of reducing staff workload. Members agreed to this proposal, which will start immediately.
15. Credit Card Purchasing Cut-Off	Shari Olson	It was agreed that credit card purchases by staff should cease by May 7 <sup>th</sup> for FY07 purchases. Any purchases beyond that date must be pre-approved by their supervisor.
16. Carl Perkins Grant Update	Dean Dalen	At Kent's request, Dean shared information about the FY08 Perkins Grant budget request and addressed questions from the Cabinet.
17. Budget	Dennis Paesler	Dennis presented a summary of FY08 budget assumptions. Kent will examine the data regarding Division Chairs, Program Directors, and Dept. Heads for FY05, 06 and 07 to fully understand the increases. Shari shared data on various college facilities and their cost to maintain/operate. Data regarding FTE history of faculty and support staff and a history of revenue from FY04 to FY08 was reviewed.
18. Contracted Services	Dennis Paesler	Discussion was held on what the college can provide for persons hired under a contracted service agreement. Questions were raised about furnishing an office, telephone, and computer access.
19. Campus Mgmt. Team & Facilities Committees	Anne Temte	Further discussion needs to occur about combining these two groups, since many of the same topics are being discussed within these groups. It was also suggested that faculty presidents be added to the PAC membership.
20. Next Meeting		Monday, May 14 <sup>th</sup> at EGF Campus, starting at approx. 11 a.m. – 3 p.m.
21. Meeting adjourned		Adjourned at 5:15 p.m.