



Northland Community & Technical College President's Cabinet Meeting

July 25, 2007

TRF, Room 662, 9 a.m. – 2 p.m.

MINUTES

Attendees: Anne Temte, Kent Hanson, Shari Olson, Bonnie Stewart, Becky Lindseth

Absent: Cindy Cedergren

Topic	Responsible Party	Discussion/Outcome
1. Subsidies for Food Services	Shari Olson	No discussion today. Shari reported that Dennis P., Karla, and Jerry are working toward a new RFP for food services during the coming year.
2. All Employee Meetings-schedule, format, content, etc.	Anne Temte	Meetings will be held each month on both campuses. We will discontinue the use of ITV. To enable Anne to report from the Leadership Council, meetings will be held at 12:15 and 3:00 pm in TRF the first Wednesday following the first Tuesday of the month; meetings in EGF will be held on the following Friday. Format for the All Employee meetings will be: comments from the President, committee reports, announcements, and recognition of accomplishments,
3. Aug. 21-21 Admin. In-service Agenda/Schedule	Anne Temte	<u>Aug. 21</u> (at EGF) will be devoted to college-wide focus. Anne will contact Kevin Kopischke, president of Alexandria Tech to see if he is willing to make a short presentation regarding the "Perfect Storm" facing Minnesota's community and technical colleges. This will set the stage to talk about NCTC's challenges in the context of the whole state. Anne will also ask

		<p>Bruce Gjovig, head of UND's entrepreneurship center to make comments related to the economic and development opportunities emerging in the NW Minnesota, NE ND region. Then, we will deliver a "state of NCTC" presentation related to how we will face both the challenges and opportunities of the next few years.</p> <p>Anne is working on graphs of significant data that will be part of this presentation. The Cabinet will continue to work through the next few weeks to insure that this "state of the college" message is strong and factual.</p> <p>The afternoon will be devoted to break-out sessions featuring topics of interest and accomplishment such as White Earth Nursing Program, Continuous Improvement Journey – Administrative Services, Re-dedication of the Swenson house to new mission, State of Agriculture – Richard Joerger, Building and Remodeling Projects Updates, Marketing Ideas Workshop, Etc.</p> <p><u>Aug. 22</u> (at TRF) Kent needs to have the day focused on instructional issues (faculty work load, assessment, data on programs, Minnesota Transfer Agreement, etc.) The morning will be used for this. The afternoon will allow faculty duty-time to complete the Security Awareness Training and the All Hazards Planning. Becky will coordinate this training. The first Shared Governance Council will be held that day – need to move it to 3:00 pm.</p>
4. Bookstore Procedure Changes & 07-08 Bookstore Requests	Anne Temte	Reviewed policy changes and approved of requests for FY08. Becky pointed out that requested personnel costs do not include benefits. When the appointments come in this fall, she will send the total cost of salary and benefits to Dennis P. for payment from the bookstore funds. Student Services and the Student Senates need to be informed of this total when it is known.
5. All Hazards Planning – memo from Al Johnson	Becky Lindseth	Becky will lead this training for faculty (one hour) during the Aug 22 in-service.
6. Marketing Task Group	Anne Temte Bonnie Stewart	Bonnie and Anne presented Task Group Charge. It will be revised and presented at PAC on July 26.
7. Legislative Visits	Kent Hanson Shari Olson Anne Temte	Capital Bonding Committee teams from both the MN State Senate and House will be visiting the EGF campus to become familiar with the '08 bonding project in mid- to late-September. Kent and Shari will team to prepare for these visits. Bonnie will prepare a slide presentation on the Swenson House, emphasizing its educational purpose and the need to convert its infrastructure from residential to commercial use.

8. Internal Communications	Anne Temte	Anne has the need to communicate more frequently with Students, faculty and staff. Between the All-College meeting sessions, she will hold informal coffee and conversations. Also, representatives from MAPE, AFSCME, faculty, and students will be asked to join PAC.
9. Marketing/College Relations Position; Restructure of Outreach & Advancement; Testing Center Position	Bonnie Stewart	<p>The organizational chart for outreach and Advancement was examined. The following changes will be made:</p> <ul style="list-style-type: none"> • Combine college advancement, research, and marketing under one Director, funded half by the general fund and half by COI. The responsibilities of the position vacated by Lindsey Wangberg will be distributed among this director, Julie Olson, Kari Sundberg, and others, as determined by the marketing and recruitment task group. • Place all manufacturing and industrial safety custom training reps under one Director. This position will likely be filled from within the institution • The Testing Center position, claimed by Rosie Gustafson and then released, will be rewritten with higher level responsibilities in grant writing. As previously written, the position would have provided support for grant writing functions. Grant writing activity is compatible with the other duties of the high stakes testing position • Net reduction of one full-time position <p>Bonnie will rewrite all involved job descriptions and will work with Becky on the process of completing these changes. Will conclude discussion on 7-26-07.</p>
10. Personnel Update	Becky Lindseth	Becky gave an update of all new hires and hiring processes. An orientation for all employees hired during the past 12 months will be held on August 20.
11. Continuous Improvement Processes-Student Services	Kent Hanson	Kent reported that the student services staff is beginning to look at a “generalist” approach to providing basic services to students. This will reduce the number of times a student is referred to other personnel or offices for routine information. The staff is working in two groups, one dealing with Application, Assessment, and Admissions, the other on Orientation and Registration. The Business Office personnel may become involved in the generalists training.
12. Data on Instructional Programs	Kent Hanson	Kent and Mary Jo have been working all summer to develop data on each of our instructional programs. They attended the BRIO dashboard training in May and have found these tools very valuable. Faculty in all technical programs will receive reports at the fall in-services. Data will not be ready for Liberal Arts at that time. This data ties back to the discussion of the need for “metrics” by which program success can be measured.
13. Facility Rental Rates	Shari Olson	Shari presented plan to standardize rates and processes for both campuses and the Swenson House. Agreed.

14. Swenson House Use	Shari Olson Bonnie Stewart	From this point forward, the Swenson House will be used for education, training, retreats, and college- or Foundation-sponsored events. The use of the Swenson House for private social events will be discontinued.
15. Integrated Budget & Planning	Shari Olson	<p>Shari brought attention to the calendar that was developed last fall for integrated budget and planning processes. Some adjustments must be made in dates for some of the process points. Shari will adjust.</p> <p>Shari has gone back to all of the budget requests made from Administrative Services departments, HR, and Outreach and Advancement to indicate closure on each of the requests. In all the college received 170 requests on its new database planning tool. Each of these requests should be addressed with some closure: approved, taken from some other budget, deferred, denied, etc. Kent will work on the list of requests from Academic Affairs and Student Services. We want to be able to show the disposition of all requests by the beginning of the year.</p>
16. Right-Sizing Initiative	Shari Olson	<p>Sally Grans has informed Shari of grant money available for “right-sizing” studies. Shari will ask Sally if we can engage an architectural firm other than the one working on our Master Facilities Plan to do the in-depth work necessary for “right-sizing.”</p> <p>Additionally, Kent and Shari will schedule a meeting where the Physical Plant Directors and the instructional Dean can thoroughly discuss the impact of scheduling on the space utilization index.</p>
17. Signage	Shari Olson	Shari shared design ideas for signage throughout the campuses. The next step will be to ask the designer to mock up some life-size samples so that we can assess readability at the distances involved in our buildings.
18. Organizational Chart	Shari Olson	The architects working on the MFP indicated to Shari that our Organizational Chart does not make it easy to determine what departments/division report to what dean. The org chart may be developed with more detail. Kent may consider changing the divisions/ departments that report to each dean to develop a college-wide approach.
19. Continuous Improvement Projects- Admin. Services	Shari Olson	Will discuss next week.
20. Data Pictures	Anne Temte	<p>In preparation for “State of the College” address, Anne has asked for data from several offices and has been developing graphs based on the data. Some very clear pictures emerge. Suggestions for additional data:</p> <ul style="list-style-type: none"> • Overload trends

		<ul style="list-style-type: none"> • Costs of facilities • Demographic profile of learners • Noel-Levitz student survey • Tie sq ft to enrollment <p>Work on data and presentation will continue throughout the next few weeks.</p>
21. Significant Accomplishments – Anne's submittal for '07 Evaluation	Anne Temte	Anne distributed the 2-page Summary of Significant Accomplishments that she prepared as part of her first presidential evaluation. Attached to this was the final quarterly report of NCTC activities that contribute to MnSCU strategic goals. She asked the Cabinet to read over these documents for future discussion.
22. Office Sizes	Shari Olson	Cabinet agreed that the Physical Plant staff should inventory the sizes of all office spaces and who they are assigned to. This will be the first step in moving toward standardization for future office construction or office assignment procedures.
23. Meals & Refreshments for Regular/ Standing Meetings	Becky Lindseth	Becky indicated that there have been some concerns regarding meal breaks, and the eligibility for employees to have meals provided when they are at regularly scheduled meetings. Shari indicated that thousands of dollars are spent every year for meals and refreshments for meetings. Cabinet agreed to review the practices surrounding meeting refreshments and when it is appropriate to have meals provided by the college.
24. Next Meeting		Thursday, August 2, 2007; 9 a.m. – TRF Room 662