



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

Thursday, August 2, 2007  
TRF, Room 662; 9 a.m – 12 Noon

### MINUTES

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

Absent: Cindy Cedergren

Topic	Responsible Party	Discussion/Outcome
1. Program Suspension Procedures	Kent Hanson	Kent reviewed the procedures for program suspension that have been developed and reviewed by the AASC and SGC. He intends to discuss the procedures with faculty during in-service. Kent also shared the Program Analysis data that he and Mary Jo have been working on during the summer. A summary will be available for each technical program during in-service. Analysis of liberal arts will take longer.
2. LM Glasfiber Training Opportunities	Kent Hanson	Kent briefed the group on on-going efforts to work with LM Glasfiber. Pat Balstad has had in-depth conversations with Eric Harris. Bonnie reported that we may soon work out a training contract with LM through Custom Training. Talk turned to developing a technical program to serve the needs of the emerging composite fabrication industry. Shari shared a timeline for the development of the manufacturing degree programs that included early involvement of the COI. Jim Retka may become the staff member who can work with industry to develop a similar approach. The Composite Engineering program at Winona State and the non-destructive testing program at Ridgewater need to be considered.
3. Prioritization of Admin. Services Continuous Improvement Projects	Shari Olson	Shari shared a table that outlined proposed continuous improvement projects. Each director in business services will be responsible for completing one project per semester. In IT, Stacey Hron will require each of her direct reports to complete one CI project per

		<p>semester.</p> <p>The Cabinet determined that the priority for CI projects should be 1) those that focus on improved customer service, 2) those that help to resolve audit findings, 3) those whose completion enables other projects to be undertaken, and 4) records retention.</p>
4. Budget Recommendation – FY08	Shari Olson	Shari has compiled information from all areas of the college regarding the disposition of all requests made for the FY 08 budget. This will allow us to share with the college community which requests were funded and which were not. This information will be discussed at in-service and will be posted on the intranet.
5. “Mothballing” Space	Shari Olson	<p>As classroom space is added to the TRF campus through the construction and renovation projects, we have the opportunity to consider future use of space. There are benefits to taking space out of circulation for use. These benefits include improving classroom utilization status, reducing cleaning, and clarifying the message to the college that we need to improve our utilization.</p> <p>Anne and Kent will talk with Jeff about taking Rm 701 and 703 out of the classroom mix for fall. They are currently storing material that will be included in the garage sale. Instead of these rooms, Jeff can assign 627 and the classroom near the Workforce Center.</p> <p>During fall, 2007, a great deal of discussion will occur regarding future facilities use.</p> <p>Anne will send out a memo to all staff who work in the Airport Campus to inform them that rooms 13 &amp; 14 will be mothballed when they are vacated by the Electronics program.</p>
6. “Right-Sizing” Initiative	Shari Olson	Sally Grans will be in TRF to accompany the Legislative Capital investment delegation on September 19 & 20. During the day of the 19 <sup>th</sup> , she is available to meet with NCTC about incentives that MnSCU might offer NCTC to help it down-size its physical plant. The following people will be invited to the meeting: TRF facilities committee members, academic deans, Cabinet, faculty reps from the EGF Facilities Committee, and Bob Gooden.
7. Accounts Receivable	Shari Olson	Shari reviewed the Accounts Receivable timeline that will be implemented fall semester for student tuition. Students vulnerable for “Registration Canceled for Non-payment” will be notified by both e-mail and post-cards. Student Services and Fiscal Services personnel will meet to assure that all are on the same page.
8. Employee Appreciation Luncheons-NCTC	Bonnie Stewart	<p>Changed to Thursday, August 23 at TRF to avoid conflict with student orientation.</p> <p>Changed to Friday, August 24 at EGF; PAC needs to be moved from EGF to TRF on</p>

Foundation		Thursday, August 23.
9. Personnel Update	Becky Lindseth	Becky updated the Cabinet on personnel activity. There are still positions that need to be filled for fall semester.
10. MMA- Standardization of philosophy across the college	Becky Lindseth	Becky reported that the claiming of overtime or comp time by MMA members was not consistent across the college. The Cabinet agreed that MMA Supervisors and Administrators will not be approved for overtime. All such employees need to plan to accommodate their schedules for some longer days. Becky will present this information at the next PAC meeting.
11. War Artifacts Collection	Anne Temte Bonnie Stewart	Aliza Olson is interested in having the college consider accepting a collection of artifacts accumulated by her family. Discussion centered around where such a collection could be housed, what level of on-going care would have to be provided, and how such a collection might contribute to the college's educational purpose. Anne and Bonnie will visit more with Aliza.
12. Higher Learning Commission – Call for Proposals	Anne Temte	The Higher Learning Commission has issued a "Call for proposals" for the HLC meeting scheduled in Chicago next April 11-15.
13. Renewable Energy Conference	Anne Temte	Anne distributed information about this conference that has been scheduled for Bemidji on August 17. Anne and Kent will attend. Kent intends to encourage the deans to attend as well. This is a second state-wide conversation that MnSCU has convened relating to energy.
14. Draft In-Service Agenda	Anne Temte	Following the past Cabinet discussion, Anne drafted an agenda for the August 21 in-service day. Several amendments were suggested. Anne will continue to work on the agenda. Kent and Becky are collaborating on an agenda for August 22.
15. Minn. Competitiveness Conference	Anne Temte	DEED Commissioner Dan McElroy (also a MnSCU trustee) will be holding a competitiveness summit in TRF at the Ralph Engelstad Arena on August 15. Anne encouraged as many to attend as possible. Three other trustees (Van Houten, Thiss, and Grendahl) will attend the conference. They will arrive in TRF for a campus tour at 3:00 on Tuesday. Anne has invited several Cabinet members and some community development leaders to a dinner at the Swenson House Tues. evening.
16. Campus Courts	Anne Temte	Anne has met with the new Campus Courts Manager, Bob Quanrud. He is a former law enforcement officer from Crookston. He will be living in the units during the week; there will be no live-in management during the weekends. Bob sent an e-mail expressing concern that athletes might arrive expecting to be housed at Campus Courts. They will not be allowed to move in without a lease and a background check. Kent will convey this message to Dennis Bendickson, who has scheduled a meeting with all coaches for next week.

17. Support Staff In-Service	Becky Lindseth	Becky will draft an agenda for the support staff in-service on Sept 28. Many of the same presentations made at the August 21 In-Service will be presented in abbreviated or video-taped form. Shift change notices will be given to AFSCME members to allow all to be included. We will offer minimal OT to most senior facilities staff for required cleaning.
18. Meeting with Bemidji State University	Anne Temte	Jon Quistgaard, President of BSU, and some of his staff will come to visit with Anne, Kent, Shari, and Bonnie this afternoon. The purpose of the visit is to discuss and develop preliminary action plans for areas of collaboration.
19. Phone Conf. with Chancellor McCormick	Anne Temte	Anne joined the rest of the Leadership Council in a phone conference with the Chancellor on Wednesday afternoon. The Chancellor announced that new MnSCU Board chair David Olson – who is also the president of the Minnesota Chamber of Commerce – will begin to schedule meetings with local Chambers across Minnesota to discuss the effectiveness of MnSCU institutions in meeting the needs of business and industry. If such a meeting is scheduled for TRF or EGF, Anne will be invited to meet with Chair Olson immediately after to receive his feedback.
20. Next Meeting		Thursday, August 16, 2007; TRF Room 662; 9 a.m.