



Northland Community & Technical College President's Cabinet Meetings

Thursday, August 16 & Wednesday, August 22, 2007
TRF, Room 662

MINUTES

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

Topic	Responsible Party	Discussion/Outcome
1. Continuity of Operations Plan	Becky Lindseth	Tabled until 9/6 meeting.
2. Employee Orientation Sample	Becky Lindseth	Becky distributed a sample of a 5-day new employee orientation workshop used at Alexandria Tech. Becky was asked to cost out this type of workshop. Becky noted that there is an adjunct faculty handbook available on Employee Virtual Office. Lists of new employees, probationary faculty, and a new employee orientation schedule were reviewed. The Cabinet will re-visit the employee orientation process next spring.
3. Organizational Chart	Becky Lindseth	An updated chart was reviewed; more revisions were made.
4. Credential Field Software	Becky Lindseth	Becky noted that the data cannot be done separately by Diana Hermreck and the academic deans. It must be done by one or the other. Becky will meet with the Deans to discuss this issue.
5. IRS Regulations	Becky Lindseth	Becky reported that effective Jan. 08, new IRS regulations will require employees to file Form #409A to select a 9-month or 12-month check option. This regulation will affect employees beginning fall semester '08.
6. Shared Gov. Council Agenda & Admin. Membership on Council	Cindy Cedergren	Agenda items were reviewed. Discussion was held on the administrative membership on the SGC for 07-08. It was determined that Bonnie Stewart will replace Mary Fontes; Kent will decide which academic dean will serve on the council. Other administrators can be invited to participate in a meeting when their expertise is desired for particular issues.

7. 07-08 Campus and College Committee List	Cindy Cedergren	Discussion was held on the new Distance Education Committee recommended by faculty; and the need for the Finance Committee to start meeting.
8. Finalize PAC membership	Anne Temte	Anne will contact the AFSCME and MAPE reps to confirm their membership and notify and thank others who had expressed interest.
9. Campus Mgt. Teams/Facilities Committee	Anne Temte	A draft memo was reviewed and revised. A suggestion to change the Facilities Committees to Campus Environment Teams was discussed.
10. Aug. 23 PAC Agenda	Anne Temte	The agenda was reviewed and additions were made.
11. Legislative Bonding Tour Visits – 9/19 & 9/26	Anne Temte	Tabled until Sept. 6 meeting due to time restrictions.
12. In-Service Presentation	Anne Temte	Anne reviewed her presentation information and invited comments and suggestions for change. Shari will present information on the budget reductions made from FY07 to FY08.
13. Advancement & Marketing	Bonnie Stewart	Anne asked Bonnie to prepare a mid-year plan for advancement/marketing areas.
14. Office Sizes	Shari Olson	Shari distributed comparison data on office sizes on both campuses to assist in making decisions for the new construction in EGF. Decisions were made on appropriate sizes to forward to the architects.
15. Bonding Book	Anne Temte	Anne reported that a one-page document is due to the Office of the Chancellor for the bonding booklet prepared for the legislature.
16. Naming Policy	Bonnie Stewart	Tabled until Sept. 6 meeting.
17. Water & Light Refund	Kent Hanson	Kent reported that the EGF Campus had received a refund of \$109,000 for over-charges from the City of EGF water and light dept. It was determined that \$40,000 of that amount will be used to fund glycol for chillers; the balance will go into the general fund.
18. Board of Trustees' Visit	Anne Temte	Anne reviewed the meetings held with Trustees Grendahl and Van Houten. They were very complimentary of the college, facilities, and ideas that were generated from the meetings.

Wednesday, August 22		
Administrative Vacancies	Anne Temte	<p>This special meeting was called to discuss two administrative vacancies that were just announced; Vice President of Planning and Administrative Services and TRF Dean of Students. Anne reported on her meeting with Shari Olson's direct reports and they supported keeping the current structure in place and filling the VP position. Discussion was held on any changes needed to the position description. Shari will begin her new position as President of Eastern Wyoming College on Dec. 15. Becky was asked to move forward on updating the position description and the posting process.</p> <p>Dennis Bendickson, TRF Dean of Students, has submitted a retirement notice, effective Jan. 2008, and requested annuitant employment through Dec. 2009. Administration will review the annuitant agreement on an annual basis. During the annuitant period, Dennis will be re-assigned to institutional research and athletic projects/supervision. Anne and Kent will meet to develop a plan prior to the Sept. 6th Cabinet meeting.</p> <p>Center for Outreach and Advancement position: Discussion was held on the vacancy left by Lindsey Wangberg and the proposed changes to the position.</p>
Next Meeting		Thursday, Sept. 6; 9 a.m. , TRF Room 662