



Northland Community & Technical College President's Cabinet Meeting

October 4, 2007
TRF Campus, Room 662
9 a.m.

MINUTES

Attendees: Anne Temte, Kent Hanson, Shari Olson, Bonnie Stewart, Cindy Cedergren; Guest-Dennis Paesler

Absent: Becky Lindseth

Topic	Responsible Party	Discussion/Outcome
1. President's Update	Anne Temte	Anne shared information from recent Presidents' meetings. Topics included contract negotiations, technology funds, and legislation to change program credit requirements. Kent noted he will be volunteering to serve on a committee to address the new legislation regarding credit limitations.
2. Budget Meeting	Anne Temte	The Cabinet set Tues, Oct. 9 th to meet with the academic deans and Dennis Paesler regarding budget adjustments for FY08 and subsequent years. Dennis noted that letters from the Student Senates are required by December in regard to any tuition increases.
3. Image Now	Kent Hanson	Kent expressed concern that there is no college-wide plan in place to implement the process of uploading files electronically. The software purchase is currently in this year's budget, and will provide 10 licenses. It was decided that Student Services would begin with new records/data. Kent recommended a plan be put in place to establish timelines, staffing, etc. It was suggested that the Records Retention team could be involved in developing a plan, and perhaps there should be an Image Now Coordinator identified among current staff.
4. Daily Attendance on Campus	Shari Olson	Shari shared data received from research conducted as part of the Food Service RFP review process on the average daily students per hour/per day on each campus. The EGF Campus averages 548.7 students per hour; TRF averages 292.75 per hour. It was uncertain whether these figures included the airport campus at TRF. Shari will check with Dennis Bendickson for clarification.
5. Planning/Expectations	Anne Temte	The Cabinet needs to schedule a day-long meeting to review each division's goals,

for FY08		toward the end of October.
6.White Earth Tribal & Community College	Anne Temte	Anne will contact the person requesting a comment letter from NCTC to get further clarification on their request.
7.DARS/CARS Audit	Anne Temte	Kent Hanson will monitor the progress in meeting the implementation goals of the MnSCU Internal Auditing Division regarding the Degree Audit Record System (DARS) and the Course Applicability System (CAS).
8.Capital Bonding Budget Book	Anne Temte	Shari Olson reported that the information needed by MnSCU has been submitted.
9. Parking Fee Waivers	Anne Temte	It was determined that Cindy would request rationale from all employees submitting parking fee waivers before the President approves or denies the requests.
10. Distance Minnesota	Anne Temte	Anne and Mike Normandin will attend the Joint Council of Presidents meeting in Perham on Oct. 15. Kent has a class conflict.
11.Capital Bonding Project Review Process	Anne Temte	Kent and Shari will give input to Cindy to submit to the Office of the Chancellor.
12. Cell Phone Plans	Anne Temte	Discussion was held on the variety of cell phone plans the college purchases and how they are managed. Anne thought it seemed unusual that each employee can choose their plan/company of their choice. Perhaps better rates could be obtained if the plans were purchased college-wide. Shari will discuss the topic with the Admin. Services staff.
13. Breakfasts with the President	Anne Temte	The group determined that it was not necessary to continue these informal meetings with the Pres, as they had served their purpose of getting to know community members.
14. 08-09 Calendar	Anne Temte	Scheduling a support staff in-service day in early August was discussed, to include a staff development activity for ½-day. It was noted that seasonal employees would need to be called in and paid for the day. Finalizing of the 08-09 academic calendar will be discussed at a consortium meeting soon. We should be able to finalize the calendar at the next Cabinet meeting.
15. Faculty FTE to Student FYE ratio	Shari Olson	Information from the Office of the Chancellor was shared regarding Faculty FTE to Student FYE. It was not noted whether Mgmt. programs were included in the data presented at the previous meeting. Shari will contact the Office of the Chancellor to gather more information.
16. City of TRF Airport Request	Shari Olson	Shari shared the Times article about the City of TRF's request for a hangar.
17. Diversity Plan	Anne Temte	Anne will visit with Nicole Brenny, Becky Lindseth, and Mary Fontes about a request from the OOC for a Diversity Plan. Kent noted that a diversity statement is required for the Higher Learning Commission.
18. Review of Position	Anne Temte	Tabled until future meeting.

Descriptions		
19. Shared Gov. Council agenda	Anne Temte	A list of tentative agenda items was developed for the agenda setting meeting on 10/5.
20. Radio Station	Bonnie Stewart	Bonnie requested approval to hire a part-time (1/2-time) for the rest of the academic year to assist Travis in operating the station. She noted that a listenership survey is being developed. Discussion was held on the underwriting funds and their purpose, who has the authority to spend the funds, etc. Cabinet supported hiring a person; but there will be an on-going examination of the operation.
21. Curriculum Issue	Anne Temte	Kent Hanson will check into a student complaint about a curriculum issue.

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