



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

October 17, 2007  
EGF Campus, Room 106  
9 a.m.

### MINUTES

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

Topic	Responsible Party	Discussion/Outcome
1. Resource 25 Program	Becky Lindseth	Cindy reported on the status of the software program that is being purchased to replace facility master in the room scheduling process, which integrates with ISRS, and the employees who will have access to the program.
2. Staff Development Grant Opportunities	Becky Lindseth	Becky reported that MnSCU was accepting applications for \$5,000 staff development grant funds. Various ideas were discussed, and the two ideas that were supported were the strength finder and quality tools programs for continuous improvement training. Bonnie and Shari will provide information for Becky to complete the application.
3. AFSCME Labor Management	Becky Lindseth	Becky reviewed the agenda items for the Nov. 1 <sup>st</sup> meeting.
4. Reductions in Unlimited Faculty	Becky Lindseth	Discussion was held on the lay-off notifications due by Nov. 1 <sup>st</sup> . Discussion was also held on program efficiency criteria and plans that need to be implemented in various programs with decreasing enrollment.
5. Personnel Update	Becky Lindseth	Becky reported on current vacancies. It was determined that several vacancies would not be filled at this time: Grant Writer/Testing Coordinator; Dean of Student Services; Vice President of Administrative Services and Planning. The current applicants would be notified and retained for future use; all college employees would be notified of this decision. Determination on the part-time seasonal general maintenance worker was not made until further discussion with the supervisor.

6. On-Line Business Expense Reports	Becky Lindseth	Becky inquired whether administrators would be interested in piloting a program to submit business expense reports on-line through the Employee Self-Serve link. This could only be used for expense reports that don't require receipts attached. It would require training for all users. Kent did not support it; Bonnie and Shari supported the idea if it wasn't a cumbersome and time-consuming process. They will discuss again after more information is available on the process.
7. Budget & Aviation Program Status	Anne Temte	President Temte reviewed the information discussed at the Oct. 9 <sup>th</sup> meeting with the academic deans and reviewed a letter being submitted at the request of the Office of the Chancellor regarding the FY08 budget. She discussed some strategies and conversations that need to be held in regard to the airport facility. It was noted that students applying for aviation spring semester must go through the registrar's office. Rocky A. will contact each student. Letters will be sent to all prospective students who have inquired about enrolling in aviation.
8. High-Stakes Testing	Bonnie Stewart	Discussion was held on how to fill the immediate need for a test coordinator. Bonnie stated that the testing center in the Swenson House is scheduled to be completed by the end of Oct.
9. Review of Questions from Faculty	Anne Temte	President Temte reviewed the questions submitted by faculty regarding the pending administrative vacancies. A response will be drafted by Anne, with assistance from other administrators to specific questions.
10. Next Meeting		Thursday, Nov. 1 <sup>st</sup> at TRF, 9 a.m., Room 662