



Northland Community & Technical College President's Cabinet Meeting

December 6, 2007
TRF Campus, Room 545

MINUTES

Attendees: Anne Temte, Kent Hanson, Bonnie Stewart, Becky Lindseth, Cindy Cedergren, Dennis Bendickson, Dennis Paesler, Jeff Thomas.

Absent: Mike Normandin, Mary Fontes

Topic	Responsible Party	Discussion/Outcome
1. Expansion of Cabinet	Anne Temte	Anne stated that the deans who report directly to Kent were added to the Cabinet, in addition to Dennis Paesler to represent the finance division.
2. 08-09 Academic Calendar	Kent Hanson	An issue was forwarded from the TRF faculty president that will require us to revise the summer session dates. Kent and Dennis B. will visit with Donna Quam about its impact on financial aid before proceeding with any changes.
3. Shared Gov. Council replacement	Anne Temte	It was determined that due to the nature of most of the SGC agenda items, it was most beneficial to have Mike Normandin replace Shari Olson for the remainder of the year. Other administrators may be asked to attend meetings when information in their field of expertise is needed.
4. Administrative Vacancies	Anne Temte	Anne referred to information provided to faculty at an 11/26 meeting, in response to faculty's questions and concerns regarding administrative vacancies. Since two Cabinet members were absent today, she decided to postpone the discussion of a proposal for changes to the organizational structure until the Dec. 20 meeting. She asked that members set aside the entire day for the Dec. 20 meeting. She will distribute a draft for review prior to that date.

5. Fiberglass Technology Advisory Meeting – 12/18	Bonnie Stewart	Bonnie reviewed the tentative agenda for a Fiberglass technology advisory meeting scheduled for Dec. 18 at EGF. Changes and suggestions were made. Mike Moore was added to the invitation list. A good response has been received to date.
6. Financial Reports	Dennis Paesler	Dennis distributed and reviewed the FY09 allocation framework and projections, enrollment adjustments at each of the MnSCU colleges, and instruction and academic support data by institution. He presented an FY09 budget summary, which projected a \$2,379 deficit. The enrollment data regarding non-resident students appeared to be in error and Dennis P. and Dennis B. are working with the OOC to make the corrections necessary.
7. Student Senate Response	Dennis Paesler	Dennis P. met with the TRF Student Senate this week, and Kent and Mary will meet with EGF Student Senate next week to discuss a proposed tuition increase of no more than 2%. The Senates will prepare letters to the Chancellor regarding the consultation process.
8. FY09 Budget Requests	Anne Temte	Anne, Dennis P., and Julie Fenning will meet to review the timelines developed last year and distribute information for employees to submit budget requests for FY09.
9. Staff Development Grant	Becky Lindseth	Becky reported on the \$5,000 grant received from the OOC. Bonnie Stewart and Deanna Murphy will meet with Becky to discuss and plan the strength-finder training that will developed with this grant.
10. Records Retention	Becky Lindseth	Discussion was held regarding the current Records Retention effort. It was determined that Becky and Bonnie would meet with Karla Anderson, Julie Fenning, and Brian Larson on Dec. 7 prior to the next records retention team session scheduled for Dec. 12.
12. Personnel Update	Becky Lindseth	Becky reported on the following personnel items: Posting of Roseau advisor position (replacement for Kristin Ostercamp); Success Coordinators' interviews are in progress; Part-time temporary radio announcer position has been filled by Ben Kosharek, starting 12/10. Travis Ryder anticipates some overtime will be needed to train the new employee. Bonnie will discuss the contracted service position with Travis. The temporary financial aid position interviews are in progress.

13. January In-Service Agenda	Cabinet	Various topics will be incorporated into the Jan. 9 in-service workshop. Both Jan. 9 & 10 will be designed primarily for faculty, with support staff invited if they are interested in the topics and available to attend. Proposed topics include: Ergonomics (Becky will contact a potential speaker), Grant Writing 101, Diversity (Bonnie will contact a potential speaker), Accreditation, Continuous Improvement Overview, and the state of the college. Jan. 10 will consist primarily of strategic planning sessions, with Deanna Murphy serving as the facilitator. Anne and Kent will meet with Deanna next week to determine the agenda. Jan. 9 will be held at TRF; Jan. 10 at EGF. Cindy will draft an agenda for Jan. 9 for Kent and Anne to review. Note: Strategic planning sessions with support staff will be scheduled at a later date. (Since this meeting, the dates/locations have been changed to EGF on Jan. 9 & TRF on Jan. 10).
14. Adjourned @ 11:35 a.m.		
15. Next meeting		Thursday, Dec. 20, 2007; TRF, Room 545, 9 a.m. to TBD.

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