Northland Community & Technical College
President's Cabinet Meeting
Thursday, January 3, 2008
TRF Campus, Room 662 - 9 a.m.

M I N U T E S

Attendees: Anne Temte, Kent Hanson, Bonnie Stewart, Becky Lindseth, Cindy Cedergren, Mary Fontes, Mike Normandin, Dennis Bendickson, Norma Konschak, Dennis Paesler.

Topic	Responsible Party	Discussion/Outcome
1. Organizational Structure	Anne Temte	Anne briefly reviewed the concerns and questions raised by faculty at the org. structure meeting held in November and presented a draft chart covering the three areas that each Vice President oversees. She reviewed each of the areas and provided information on each new position proposed. In-depth discussions were held on the student services areas and how they should be organized. Kent and Mary will meet with all Student Services supervisors to gain their insight on how they should be re-organized before proceeding any further. Discussion about organizational structure ended at 11:45 a.m.
2. Grievance Issue	Becky Lindseth	Becky shared information regarding a faculty grievance about seniority rosters and administration's response.
3. Student Focus Groups	Anne Temte	Anne discussed the request to respond to student concerns voiced in focus groups held this fall. Mary and the Deans will work together to coordinate responses as needed.
4. IPEDS Report	Anne Temte	Anne shared copies of the IPEDS Data Feedback Report 2007 and asked administration to review the information at their leisure.
5. Master Facilities Plan	Anne Temte	Anne shared a memo from YHR regarding the current status of the plan and a reminder that we need to identify and share information with YHR about any planned program changes that would affect the plan. Cindy will distribute copies of the memo to the Cabinet.

6. Mid-Year Enrollment Reports	Dennis Paesler	Dennis presented an FYE Report for FY08: College totals were: Summer FYE 145 (down 13% from FY07); Fall FYE 1325 (down 2%); Spring FYE 1132 (down 2%); Total FYE 2604, compared to 2686 in FY07 (down 3%). He noted that he developed the FY08 budget on 2670 paying students. (2780 gross FYE's) He presented data comparisons on tuition by instructional code type for FY07 and FY08, and percentages of budgets spent to date.
7. Continuity of Operations	Becky Lindseth	Becky reviewed the draft Emergency Response Leadership Team (ERLT) Call List and asked for additional contact numbers.
8. Security Awareness	Becky Lindseth	Becky distributed a list of employees who have not completed the mandatory training to date. The list was reviewed and some names were removed due to their current employment status (primarily adjunct faculty). Approximately 130 employees have not completed all three courses. The supervisors were directed to contact their employees and remind them of this mandatory requirement.
9. Staff Development Grant	Becky Lindseth	Becky distributed a flyer for the Strength-Based Leadership and Quality Tools programs being offered via a MnSCU grant for staff, and encouraged supervisors to encourage their employees to sign up. Enrollment is limited to 20 participants.
10. Vacation Donation Program	Becky Lindseth	Becky reported that she is working on a vacation donation program for Charlene Abrahamson, whereby state employees may donate up to 12 hours of vacation or personal leave to enable her to remain on salary and benefits.
11.Awards of Excellence	Becky Lindseth	Becky reported on the current status of the awards budget and noted that all projects must be completed and paid out by the last pay period in June.
12. Other Personnel Items	Becky Lindseth	Anne stated that the goal will be to develop the job descriptions for all new proposed positions by the third week of January. Discussion was held on the posting of the Automotive Service faculty position. It was determined to post for a full-time unlimited position, starting Feb. 11th. Faculty positions for those who have not completed the credential requirements within the 2-year window were discussed.
13. Dennis Bendickson		Dennis plans to be on campus Wed-Thurs. Kent asked Dennis to remain on the AASC through this year.
14. Adjourned at 2:20 pm		
15. Next Meeting		Thurs, Jan. 17, 2008, TRF Campus, #545, 9 a.m.