



Northland Community & Technical College President's Cabinet Meeting

February 7, 2008
TRF 662, 9 a.m.

MINUTES

Attendees: Anne Temte, Kent Hanson, Bonnie Stewart, Becky Lindseth, Norma Konschak, Dennis Paesler, Mike Normandin, Mary Fontes.
Absent: Cindy Cedergren; Minutes recorded by Julie Fenning

Topic	Responsible Party	Discussion/Outcome
1. Sabbatical	Anne Temte	Becky has applied for a 2-month sabbatical leave starting June 2.
2. Bookstore Funded Assignments	Becky Lindseth	Kent stated that student clubs are critical for student learning and retention. The payment assignment process is different on each campus. The process needs to be reviewed and transactions corrected for FY08. Mary Jo will schedule a meeting with Becky, Dennis P., Norma, Mike, and Mary.
3. April 7 th Support Staff In-Service	Becky Lindseth	The support staff session will be held at the Swenson House. Support staff will be introduced to the appreciative inquiry process, similar to the January faculty in-service. Other ideas for breakout sessions include: a. Minnesota Refugee – Mary Jo will make the contact. b. Office Ergonomics c. Drug Free College Customer Service – A video may be purchased and the COI will provide a facilitator.
4. Vacation Donation & Abrahamson Benefit	Becky Lindseth	Becky shared that HR is working through the details of the Vacation Donation program. A benefit is also scheduled for March 11 th .
5. Stargazer	B.Lindseth	Tabled until next meeting.

6. Accountability Pilot	Becky Lindseth	MnSCU has asked Northland to review this pilot project and provide input by February 15 th .
7. Personnel Update	Becky Lindseth	A meeting will be scheduled next week with Norma, Dennis P, Becky, and Sue Field to review funding for the Mahnomen positions and work schedules.
8. Instructional Cost Studies	Becky Lindseth	Have been improved for this year. There are some concerns about coding guidelines for MnSCU Institutions. Dennis and Becky worked with MnSCU to learn the correct coding of program directors to either academic support or the specific academic program. If there are supervisory responsibilities, employee will be coded to academic support. If not, employee will be coded to the academic program. Becky and Dennis will make the corrections for FY2008.
9. Early Retirement Incentive	Becky Lindseth	Becky shared that the new legislation regarding early retirement has been passed. Currently it is at the discretion of the institution to adopt this option.
10. Institutional Membership Dues	Mary Fontes	Mary and Kent requested a list of institutional memberships be available so employees do not duplicate membership fees.
11. Drug/Alcohol/Tobacco Sanctions	Mary Fontes	Northland is required to prepare an annual report regarding drug, alcohol, and tobacco sanctions. A notice has been sent to all employees and students. Notices will be included in new employee packets. Mary will benchmark other colleges to adopt appropriate sanctions for Northland.
12. Use of Club funds for NCTC clothing purchases (marketing value)	Mary Fontes	Discussion regarding purchasing items with club funds. Decision was to set guidelines for use (specific event/function) and set the limit for t-shirts or hats only. All other purchases are the responsibility of the student.
13. Checks & balances on credit card purchases by club advisors	Mary Fontes	Northland needs a procedure to ensure all credit card transactions are processed correctly and signed off with the employee with signature authority over the cost centers. Decision was made that a log must be completed for each cost center and signed by employee with signature authority. Dennis Paesler and Jerry Schulte will revise the credit card policy and/or procedure to reflect the changes.
14. Bake Sales	Mary Fontes	Mary brought up the concern regarding the Northland's liability when hosting bake sales. Dennis will contact the MN Department of Health for more information. Dennis and Becky will develop a policy based on the information from the meeting Dennis attended in October 2007.
15. Financial Aid Staffing	Mary Fontes	Mary announced that she will be posting the position vacated by Allison Miramontes, creating two ¾ time positions, one on each campus. Funding will be from Access and Opportunity grant and the reduction of the full time position in TRF.

16. Reorganization and administrative position postings	Anne Temte	President Temte discussed the positions being posted/created and outlined action items and next steps. a. Dean of Student Development - Kent will work on the description and provide update to HR. b. VP of Planning and Administrative Services – Julie will make sure BSFT has reviewed the VP position description. c. Dean of Workforce Development - Anne and Bonnie will complete job description and forward to HR. d. Director of Fund Development - Bonnie, Kent, and Anne will create a new description. e. Becky and Anne will work on a standard section in each position – leadership/team building/collaboration. f. Becky will update position descriptions in the appropriate salary range. HR may complete minimum screening of applications. g. Becky will research options for professional reference checks h. Dennis will look at parent cost centers for extra money for the expense of these searches.
17. College-Wide Teams that report to Cabinet	Anne Temte	President Temte discussed the importance of the college-wide teams and their new role in the institution: Finance, Facilities, Retention/Enrollment Management, Marketing/Enrollment/Recruiting, Institutional Research/Effectiveness
18. Air China Update	Anne Temte	Currently working on a proposal with China for the aviation program.
19. Aviation Program Consultant Update	Anne Temte	Northland has signed the contract for the aviation consultant. (Bill O'Brien)
20. Fabrication Lab	Bonnie Stewart	Bonnie shared details about the grant opportunity through MIT. The COI is looking at applying for a grant to have a fabrication lab at Northland. These labs provide innovators and inventors a place to start. Anne shared that idea that came from the right-sizing project regarding possible space for this initiative.
21. Extreme Entrepreneur Tour	Bonnie Stewart	Northland will be hosting a tour on October 7, 2008. This date is tentative - Bonnie will check calendars to ensure participation from Cabinet.
22. Log of Complaints	Kent Hanson	Tabled until next meeting.
23. Activities on Campus	Kent Hanson	Kent shared discussion regarding student activities on campus. President Temte stated that all activities will be supported on campus as long as appropriate steps have been followed. The facility directors are currently working on a procedure for this process.

24. Webmaster Position	Mary Fontes	Mary shared a discussion from the Marketing, Enrollment & Recruiting Committee regarding the website and its primary role. The MERC Committee felt that the external marketing focus should be the primary focus of the web and the internal focus (employee service) be secondary. With this in mind, a meeting will be scheduled to discuss the possible movement of the webmaster position from Technology into Marketing.
Next meeting		February 21, 2008 from 9 a.m. – 3 p.m.

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