Northland Community & Technical College
President's Cabinet Meeting
February 21, 2008
TRF Campus, Room 662

M I N U T E S

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

Topic	Responsible Party	Discussion/Outcome
1. Allocation Framework Survey	Kent Hanson	Responses were discussed briefly. Members were asked to submit their comments to Kent by Friday, and he, Anne, and Dennis P. will complete this survey due to the OOC by Feb. 25th.
2. Log of Student Complaints	Kent Hanson	The policy/procedure needs to be reviewed, and this topic will be brought to the next PAC meeting for distribution and clarification on how it is to be used. It was suggested that a Supervisor's group be established in Virtual office to log complaints.
3. Student Services Structure Meetings	Mary Fontes	Mary reported on recent staff meetings discussing the proposed changes to structure. She reported on changes to financial aid staffing on each campus. Most concerns from staff were regarding submitting timesheets. She stated that the general rule will be to have each Student Service area staffed between 8 a.m. – 5 p.m. Mon-Fri. Kent noted he plans to add the Student Services supervisors to his Deans' meetings. Reporting changes in Placement and Aviation Support positions need to be determined and communicated. Discussion will be held with the Student Life Coordinator regarding the proposed position in Student Development. It was noted that we will still have an imbalance in the number of supervisors on each campus.
4. QuitPlan Program	Becky Lindseth	Becky will gather further information regarding a free program to employers offered by Merit Care, and present information at the next PAC meeting.

5. EGF Parking Issues	Becky Lindseth	The EGF Safety Committee is looking for support or recommendations from administration on a remedy to alleviate improper parking on the EGF Campus, such as blocking doors and driveways, etc. She noted that the EGF police department will not monitor and ticket violators in the lots. Suggestions were discussed – booting the car, ticketing done by the college, and will the college support towing vehicles? This topic will be brought to PAC for further discussion. Dennis noted that the college is allowed to impose parking fines, per MnSCU policy.
6. Paper Recycling	Becky Lindseth	Becky brought a concern reported by Kathy Huschle regarding the use of astrobright paper on campus. She reported that this type of paper is not recyclable, and whenever this paper is placed in the recycling paper bins, the bin is not suitable for recycling, therefore the college cannot be reimbursed for its recycling value (applies to TRF Campus only at this time). Based on this information, the Cabinet supported the discontinuation of astrobright paper on campuses, and the business office will be instructed to not re-order this product. The existing supply can be used up, and employees will be reminded not to place it in the recycling bins. The Cabinet supported the continuing efforts of the Facilities Committees to improve the recycling programs on the campuses.
7. Stargazer	Becky Lindseth	Becky reported on information regarding an emergency notification system that would communicate with students via cell phone text messaging. She will investigate further and report back. It was noted that the public address system at EGF needs modifications to be able to access the system from multiple locations. Bob Gooden is working with the company involved. President Temte asked Cindy to gather and distribute to Cabinet members the emergency contact #'s for all Cabinet members, plus Facilities Supervisors.
8. April 7th Support Staff In-Service Workshop	Becky Lindseth	Becky reported that Ann O'Fallon was not available to speak, but Blaine Mamo has agreed to present for the Minn. Refugee organization. An end time of 3:30 p.m. will be strived for, to avoid inconveniencing employees and to reduce paying overtime. The long-range planning sessions will be in two groups: 1) Student Services and Academic Support; and 2) Administrative Services. Becky will revise the agenda and re-distribute. All supervisors are expected to attend, unless they are involved in the faculty in-service workshop.
9. April 7th Faculty In-Service Workshop	Kent Hanson	An agenda has not been developed yet, but it is anticipated to have ½ day to work on institutional learner outcomes, as well as address accreditation topics, last date of attendance, and possibly other items. The Deans are developing the agenda. Discussion was held on the issue of faculty taking personal leave, and whether or not the number exceeds the percentage of faculty on leave as outlined in the faculty

		contract.
10. Security Awareness Training	Becky Lindseth	Participation is up – Becky will send a revised list of employees who haven't completed the training, to the respective supervisors.
11. Charlene Abrahamson	Becky Lindseth	Char has now moved into the Thief River Falls Care Center for further recovery and rehabilitation. She will undergo another procedure in St. Paul on Feb. 25th.
12. Continuity of Operations Plan (COOP)	Becky Lindseth	Farm Operations and Fire Technology are the only programs who have not completed their plans. Mike Normandin will check into their status.
13. MSCF Negotiations	Becky Lindseth	Discussion was held on the budget implications of a settlement.
14. MnSCU Audit Findings	Dennis Paesler	Dennis shared a copy of the audit findings, and will present more specific info at the next PAC meeting.
15. Credit Card Procedure	Dennis Paesler	Minor revisions regarding transaction logs were made to the current procedure and will be shared at PAC and Shared Gov., and communicated to employees once finalized.
16. Tuition and Fees Policy	Dennis Paesler	Dennis noted that MnSCU is proposing changes to the current policy.
17. Fundraising Policy	Dennis Paesler	Discussion was held on the proposed bake sale portion of this policy, and the entire fundraising policy, as it relates to raffles. Discussion was held regarding scrap materials being sold from departments to be used for student activities, not currently funded by a student club. A scrap material and/or disposal of property policy needs to be revisited. It was suggested that a form be developed to allow scrap material to be sold, with the respective Facilities Supervisors overseeing that process. Resale policies also need to be reviewed.
18. Participation for Non-Credit	Kent Hanson	Kent presented the draft policy, and members made one change. Procedures are being developed by Rocky Ammerman.
19. Hiring Freeze	Becky Lindseth	Becky reported that MnSCU is exempt from the Governor's hiring freeze mandate, but we still need to be cautious about filling new positions. It was noted that some of our vacancies have not been filled for a 6-month period.
20. Vacancies/Posting	Becky Lindseth	Becky reviewed the list of vacancies and postings that are in progress: Auto Service Tech; Criminal Justice; Customer Service Specialist - TRF Bookstore, (2) Financial Aid staff, General Maintenance Worker-TRF, V.P. of Planning and Admin. Services, (2) Deans of Academic Affairs. Discussion was held on minimum qualifications for VP position; It was determined that a minimum B.S. degree plus significant defined experience would be required; a Master's degree desired. President Temte will further define the Campus Director role. The Dean of Student Development position description needs to be reviewed by Anne before submitting to MnSCU for

		range/classification determination. Dean of Workforce Development – Anne is finalizing the pos. description – the funding source(s) need to be determined. Director of Fund Development – Bonnie Stewart is working on position description– expected to be full-time, with half the salary funded by the Foundation. Various other faculty positions for FY09 were discussed: Philosophy/English; (2) Biology; Business – needs to be developed with credits needed for entrepreneurship incorporated. Norma is working on a vacancy announcement and will work with Bonnie next week to complete. Chemistry; History; Phlebotomy – Becky will research required license field. Various sabbatical replacements were discussed– Math credits need to be reviewed; Counselor position for fall semester. Kent noted that the Deans will meet on March 7 with updated matrixes for all projected faculty credit assignments for FY09.
21. FY09 Budget Requests		The submitted requests need to be reviewed soon.
22. Search Committees	Becky Lindseth	Becky suggested a joint committee for the (2) Dean of Academic Affairs positions; Kent agreed to chair. Mary agreed to chair the Student Services search committees. It was not determined who will chair the VP search committee; Anne Temte plans to be involved in the committee.
23. Adjourned at 2 p.m.		
24. Next meeting		Thursday, March 6 at 9 a.m., TRF Campus, Room 662.