Northland Community & Technical College
President's Cabinet Meeting

March 6, 2008
TRF Campus, Room 662
9:15 - 10:30 a.m. & Reconvened 1-2:30 p.m.

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. Aviation Program	Temte	Anne reported on this morning's meeting with Bill O'Brien, the consultant hired to assess the program. She reported that a decision had been made to take immediate steps to market the program with a goal of 36 additional registered students by August 1st for fall semester 08. The suspension of the program will remain in effect unless this number of students is recruited. Bill recommended long-term actions should include rewriting the curriculum, developing a year-round program, and eliminating obsolete equipment. Jim Retka will be assigned to serve as the aviation program director. Anne, Kent, Bill O'Brien, and Jim Retka will meet with the Chancellor on March 26th. A community forum in TRF is planned for March 27th. We will know more about the UND Air China proposal status at a meeting this afternoon.
2. Right-Sizing	Temte	Decisions being made for the aviation program will ultimately determine the right-sizing plans for that campus. There are numerous variables to consider. She will meet with Laura King at the Office of the Chancellor regarding funding for the most immediate components of the right-sizing projects.
3. Policy Review	Fontes	Mary stated that per college policy, all policies need to be reviewed by series managers annually. She is specifically concerned about policies and procedures contained in the

		catalog and student handbook/planner, and having changes made in time to meet publishing deadlines. Time is limited to have policies reviewed through the appropriate Shared Gov. or Academic Affairs Councils before changes are due.
4. Student Representatives on Committees	Fontes	Mary stated it is important to have students represented on committees, or at least be given the opportunity to serve on the committees. Student Senate advisors should be informed of the committees needing student representatives in the fall of each year. Anne suggested that committee schedules be developed and communicated in advance to determine what committees the students would be available to attend. Becky noted that this is difficult to do since the meeting schedule is based on the availability of the committee members, and membership is not usually known until fall semester. Other Committees: It was also noted that AFSCME and MAPE have unofficially requested college-wide committees be formed to discuss non-contractual issues with administration. This would be in addition to AFSCME and MAPE /Labor Management mtgs. These groups will begin meeting with administration next fall.
5. Religious Accommodations	Temte	Anne reported on information she received at Leadership Council from Gail Olsen; this information will be forwarded to Cabinet members for review and further discussion. This information should be shared with faculty, perhaps on April 7th.
6. MSCF Settlement	Lindseth	Becky distributed a summary of the settlement agreement.
7. Employee Parking	Lindseth	Becky reported on a question brought to her regarding EGF parking. After discussion, the Cabinet continued to support a previous decision made to <u>not</u> have designated employee parking on either campus.
8. Seasonal Lay-offs	Lindseth	Becky asked supervisors to set an official seasonal lay-off date for effected employees. May 23 was set and employees will be notified.
9. Telephone Outside Access Lines	Lindseth	Discussion was held on a new feature added to the campus phone systems that will allow campus to campus calls without dialing long distance. Becky and Dennis will coordinate meetings to discuss how to implement this change; discuss the ability to add an employee directory in the TRF voice mail system; and checking into the creation of a college-wide phone directory.
10. Student Conduct	Lindseth	Discussion was held on recent student conduct issues and how they are being handled. Kent and Mary are assigned to deal with all student conduct issues on both campuses. Dennis Bendickson was delegated to handle the investigation into the Rock 'N Bowl incident. Pres. Temte voiced her concern that all college-sponsored activities should be supervised by college staff, and what is considered sufficient supervision. Discussion was held on approaching students who are disruptive and the role college officials have in those situations. Discussions need to occur with various staff that may assist with

		being proactive in reducing conduct issues; such as coaches, minority advisor, student success coordinators, etc.
11. Personnel Update	Becky Lindseth	Becky provided an update on the current postings – GMW at TRF, CSS-Financial Aid-TRF, (2) Academic Deans; VP of Admin/Planning; Crim. Justice faculty, Phil/English; Director of Financial Aid Donna Quam will resign 4/25; position is being posted. Gerry Schulte has been offered and agreed to work out of class until the position is permanently filled. Donna, Gerry, Mary F, and Dennis P. must meet to discuss timelines and other details of the transition period. Mary will communicate information to employees as soon as details are worked out.
12. Shared Gov. Council Agenda Items	Cindy Cedergren	Cindy brought up the “Items on hold” list on the SGC agenda this year. Discussions were held on: 1) ITV/On-Line Class Size – Mike will discuss this issue with the Distance Education Committee; 2) Faculty Advising Task Force – Mike will report on progress. 3) Guest speaker compensation – Cindy presented a draft policy/procedure that Shari & Dennis P. had drafted earlier this fall – a lengthy discussion was held on whether or not the policy was needed; Dennis P. will work on suggested revisions and present a second draft.
13. Adjourned at 2:30 pm		
14. Next Meeting		Thursday, March 20; TRF Campus, Room 662; 9 a.m.