



**Northland Community & Technical College**  
**President's Cabinet Meeting**  
 March 20, 2008; 9 a.m.  
 TRF Campus, Room 662

**MINUTES**

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

Topic	Responsible Party	Discussion/Outcome
1. President Update	Temte	President Temte reported that the Board of Trustees deferred action on the proposed tuition and fees until after the Legislature makes final decisions on the state's budget. She welcomed Jim Retka to the Cabinet. She stated that the Swenson House renovation project is included in the Bonding Bill. She shared information on the purpose of a meeting scheduled on March 25 with legislators and OOC staff regarding the aviation program. Jim reported that If funding is available from the OOC, we would consider contracting with an individual for intensive recruiting efforts. She reported on the community forum scheduled for next Thursday and logistics for that event were discussed. Jim Retka will serve as the moderator, with Anne and Bill O'Brien addressing the audience.
2. Summer Administrative and Leadership Summits	Temte	President Temte stated she wants to schedule Administrative and Leadership Summits (once the Dean and VP positions are filled) to discuss each area's goals, work on the college strategic plan, etc. This could involve a 1-day meeting for the Cabinet, and perhaps another 1-day meeting for all other leaders – PAC, Division Chairs, etc. Cabinet members were asked to bring their calendars to the next meeting so a week in July could be identified for these meetings.
3. Subpoenas, Court Orders, and Warrants	Fontes	Mary noted that requests for information in regard to subpoenas and court orders must be handled through the Registrar. Upon receipt, the Registrar must contact the Attorney General's office and they will advise us on what actions to take. Mary will share this information at the next PAC meeting.
4. Student Code of Conduct	Fontes	Mary noted that our current policy needs a statement added regarding a request for a formal hearing. We need to establish (2) college-wide judicial committees for next year, to have in place in the event they are needed.
5. Student Focus Groups	Fontes	Mary reported that topics/themes that were discussed at the student forums this fall are being addressed in the Pioneer News on an on-going basis.
6. Student Club Travel	Fontes	Procedures for participating in student club travel were discussed. A guidebook for club advisors is being developed to communicate the procedures that need to be followed

		when traveling out of state, class field trips, etc. In the meantime, Kent will send out a reminder to all club advisors on the requirements.
7. Business and Entrepreneurship Program	Konschak	Discussion was held on how this program will be administered. Lack of communication has resulted in a stand still. A meeting has been scheduled for April 1 <sup>st</sup> to discuss details and how to proceed. President Temte will visit with Bonnie Stewart on potential grant resources for this program.
8. Automated Systems Technology Position	Konschak	Norma reported there are enough credits to post for another full-time faculty position. Cabinet approved.
9. April 7 <sup>th</sup> In-Service Agenda	Konschak	President Temte asked if the ½ hour presentation by Brian Huschle and Sherry Lindquist could be taped in her absence.
10. NIMS Training (National Incident Management System)	Cedergren	In Becky's absence, Cindy asked Cabinet members to review the proposed list of employees who should attend the 2-day training for certified employees, and 1-day training for non-certified. Changes were made to the lists. May 20 & 21 were chosen as the preferred dates for the certified employee training. (location – MSCTC -Detroit Lakes Campus)
11. Budget	Paesler	Dennis distributed a print out of the parent cost center for salaries, indicating a budget of \$850,485.36 remaining as of 3/17. He distributed year to date enrollment totals, indicating 82,787 credits sold; \$12,070,282 tuition received, and 2,760 total FYE's. He noted that he had built the FY08 budget on 2,780 paid FYE's. Budget planning meetings need to be scheduled. We will set those dates at the next Cabinet meeting. Dennis was asked to present some scenarios for Cabinet members to use as a guide in budget development.
12. Radio Station Survey	Cedergren	Cindy reported that on April 3rd Kim Nagle will present findings and recommendations from the grant-funded survey conducted on the radio station. (approx. 30 min. needed) Her report will be available to members a week prior to the meeting so she can address questions from the group on April 3 <sup>rd</sup> .
13. Next Meeting		April 3, 2008; 9 am., TRF Room 662; Other presenters: 1) Bob Gooden and Gerry Schulte (telephone proposal); and 2) Records Retention group.