Northland Community & Technical College
President's Cabinet Meeting

June 19, 2008
TRF Campus, Room 662; 9 a.m.

MINUTES

Attendees: Anne Temte, Kent Hanson, Jim Retka, Cindy Cedergren, Norma Konschak, Mike Normandin, Mary Fontes, Dennis Paesler, Ron Dvergsten
Absent: Becky Lindseth (sabbatical); Stacey Hron

Topic	Responsible Party	Discussion/Outcome
1. Organizational Chart	Temte	An updated chart was briefly reviewed and a couple of changes were made. Some discussions need to be held prior to the official release of the chart on or around July 1st.
2. Aviation Director Position	Temte	Discussion was held on the need to post this position this summer in order to achieve the goals set for the aviation program. Jim and Anne reported on the loss of the UND/Air China contract. It was determined that a position description needs to be written for a 12-month administrator position, with specific expectations for the position. It was determined the position could be funded with the remaining balance of the special aviation program funding from MnSCU, potential revenue from the sale of surplus aviation equipment, and from general fund reserves, if necessary. It was noted there are currently 19 new aviation students, all in various stages of the application process, with approx. 94 prospective students to contact. Discussion was held on the involvement of aviation faculty in making contacts. It was determined that Kent, Norma, and Jim will meet with faculty to discuss the needs and expectations over the summer months. It was determined that a public editorial be written to inform the public that the program is not closing, and we will continue to work toward the enrollment goals set this spring. Posters and ads will also be revised to reflect this message. Admissions representatives will be informed of this decision. Jim reported he is

		researching a 1-year certificate program for airplane dispatchers as a possible COI/Aviation offering.
3. Awards for Excellence Presentations	Temte	Anne suggested that some of the Award for Excellence projects completed by faculty over the last 2 years could be included in concurrent sessions during the fall faculty in-service workshop. Kent and the Deans will review the projects and determine which projects may be useful or of interest to other faculty. We will discuss in-service agenda topics at the next Cabinet meeting.
4. Accountability Dashboard	Temte	The Cabinet reviewed the data released to the public (by MnSCU) on June 18.
5. Institutional Profile	Temte	Data was briefly reviewed. Questions were raised about the general fund budgetary cash balance (reserves), and the maintained acreage at the TRF Campus.
6. Summary Progress Report on Action Plan Target Measures	Temte	Data contained in this 4/25/08 report was briefly reviewed. Anne noted that all these reports (referred to in #4-6), are used in the Chancellor's performance evaluation of the president, and as a means to measure the overall success of the college in meeting the goals and expectations of the College's and MnSCU strategic plans.
7. Work Plan Report	Temte	Anne distributed a draft of the report on "Achievements of NCTC goals and Contributions to the MnSCU Strategic Plan" that she is preparing for her performance evaluation. She asked for updated plans from the academic and COI divisions. This document needs to be submitted to the OOC by the end of next week.
8. Cabinet Retreat Dates	Temte	Jim reported that a statewide meeting that had been scheduled for July 22-23 had been changed to July 29-30. It was determined that the Cabinet Retreat could be changed to July 22-23; tentatively starting the aft. of July 22, and meeting all day on July 23. All members were asked to check their calendars and report any conflicts to Cindy.
9. Bookstore Fund Request	Hanson	Kent tabled this item until he reviews the request to ensure there are no duplications or questions. Administration will work toward creating a plan on how to spend bookstore funds.
10. Appreciative Inquiry/Strategic Planning	Konschak, Temte, Hanson	Kent and Anne reviewed the discussion held with DeAnna Murphy regarding Phase II of the process. It was noted that we need to continue to work toward a "one college" mission and vision statement. This will be a topic of discussion at the Cabinet retreat. A list of categories/themes that will be discussed in the Phase II segment was reviewed.
11. Equipment Request	Konschak	Norma reported on an equipment repair request from Auto Body faculty for $30,000. Kent and Norma will check into equipment fund balances.
12. Accounting Faculty Position	Konschak	Approval to post a full-time unlimited Accounting instructor was granted. (replacement of position vacated by Norma).
13. Policy Clearinghouse	Fontes	Mary requested a subcommittee be formed to work out issues with policies, as they relate to publications, etc. She will organize a group of stakeholders with Stacey Hron to

		meet on this topic and develop some solutions.
14. Log of Student Complaints	Fontes	Mary demonstrated an electronic process for administrators to log student complaints. The process is ready to use, and she will coordinate a meeting of everyone who needs to be trained on its use. (maybe could be covered at the Cabinet retreat). (The official procedure may need to be revised to reflect this new electronic process.)
15. Enforcement of No Smoking Areas	Paesler	Discussion was held on strategies to enforce the areas; questions were raised as to whether all appropriate signage is in place; frequent communications to students and employees is the best means of decreasing the number of violations.
16. Bad Debt Write-Off History	Paesler	Dennis reviewed a 3-year history of bad debts, indicating an increase from $24,098 in FY06, to $241,973 in FY08. He noted that $207,000 of theFY08 total is from the general fund.
17. Tuition Waivers	Paesler	Dennis reviewed a 3-year history of employee, dependent, and student tuition waivers from FY06 to FY08.
18. Vehicle Fleet Safety Program	Paesler	Dennis distributed new MnSCU requirements for all employees and students who either use college vehicles or conduct college business with their personal vehicles. They will be required to submit documentation, which will be submitted to MnSCU. Upon receipt of the data from the college, MnSCU will review and approve or disapprove the eligibility of the driver based on their official driving record. This new procedure is being discussed and worked on in the Administrative Services Division. It was noted that the college vehicle policy and/or procedure may need to be revised based on these new requirements.
19. Food Services History	Paesler	Dennis reviewed a 3-year history of revenue and expense of each campus' food service operations. Cash balances ending FY08 for TRF Campus was ($106.00); EGF Campus was ($21,091). It was noted that Knotty Pine is the new food service vendor for TRF starting July 1, and Taher remains the provider at the EGF Campus.
20. FY08 Budget	Paesler	Dennis reviewed the FY08 budget, indicating a projected surplus of $548,554. There is currently $700,000 in un-collectibles. He is currently updating the FY09 budget.
21. Management Update	Dvergsten	Ron shared information on various topics: Greg Kalinoski's hospitalization; information about a national conference he attended recently; the impact of rising costs of fuel and fuel by-products on the farming industry; Bovine TB targeted zones and identification processes in place.
Adjourned at 12:20 p.m.		
22. Next Meeting		Wednesday, July 9; 9 a.m., TRF Campus, Room 662.