Northland Community & Technical College
President's Cabinet Meeting
Wednesday, August 13, 2008
TRF Campus, Room 545
M I N U T E S

Attendees: Anne Temte, Kent Hanson, Jim Retka, Cindy Cedergren, Norma Konschak, Hank Roehrich, Steve Crittenden, Mary Fontes, Dennis Paesler, Stacey Hron, Bob Gooden, Clinton Castle.
Absent: Becky Lindseth, Ron Dvergsten

Topic	Responsible Party	Discussion/Outcome
1. College Publications	Anne Temte	President Temte noted that a tremendous amount of staff hours were spent developing the college catalog and handbook. She asked supervisors to look seriously at developing electronic publications instead of printing mass quantities of these documents. She asked that research be conducted on how other colleges disseminate their information, and to find out whether those colleges who have gone all electronic have had any regrets or problems with that system. She noted that state funding will be much tighter in the next biennium and reducing costs of publication development and printing would have a significant savings impact. It was decided that Stacey and members of Creative Services will research the issue and bring recommendations to the MERC Committee, and then to the Cabinet. It was also suggested a focus group of recent students could be conducted to get their opinions. It was noted that the current academic data base needs to be upgraded. Stacey Hron will research other colleges; it was noted that Enterprise funds from MnSCU may be available to hire a programmer.
2. Nursing Program-Mahnomen	Temte, Konschak	Norma reported that the current grant funding for the White Earth program runs through 2010. The second cohort that starts this fall will finish in 2012. New funding from the Bush Foundation may be available, but they want a commitment from the college that the program will continue for the next ten years. This was discussed at length. It was determined that the community should be polled to determine their interest and needs into the future, beyond the nursing program. Kent, Norma, Hank, Sue Field, and Gene Klinke were asked to meet and discuss strategies. Dennis Paesler will conduct a cost/benefit analysis, including the hidden costs to operate the facility. It was noted that the building owner's intent is not known, in terms of selling or renting out the building. This topic will be

		revisited next month.
3. Student Drivers – Vehicle Use	Fontes	Mary stated that a Standard Operating Procedure is being developed; She noted the driver verification process takes 7-10 days following submission. Kent will address this new rule and process at the faculty in-service workshop.
4. Program Sustainability	Konschak	Norma stated that, according to the Program Sustainability process developed last year, administration needs to analyze program data during the first two weeks of September and assess the status the first two weeks of October. Programs that were identified last year were Administrative Support, Cosmetology, Computer Modeling and Animation, and Cardiovascular Technology. Discussion was held on completion rates in various programs, and whether 1-year certificates could be established for those programs where students leave the program early to begin employment in the field.
5. Draft Resale Policy/Procedure	Konschak	A draft policy/procedure that was developed by a subcommittee of the Finance Committee was reviewed and discussed. Questions raised: 120-day limit for cars left at the college after completion of work; how do funds go back into the program; how are charges established. The policy/procedure will be reviewed again by faculty during in-service, and come back to Cabinet before going to Shared Gov. Council for review.
6. Support Staff In-Service Workshop	Fontes	Scheduled for Friday, September 19 at the Warren Community Center. Topics to be covered will be discussed at the next Cabinet meetings.
7. New Employees	Temte	President Temte stated there are 21 new employees scheduled to attend the new employee orientation session on Aug. 18th. She announced that the Foundation Director position has been filled, and will be officially announced soon.
8. Open Hours on Campuses	Castle	Clinton inquired about what hours the campus(es) should be open – how late on week-days, Saturdays, and/or Sundays. Steve, Norma, Clinton, and Stacey will meet to discuss further. It was noted that funding is available through the Access and Opportunity grant to cover staffing costs for having the campus open more than in the past, for more student activities, access to computers, gym, fitness center, or other areas considered to be of interest to students. Steve noted it is important to get students “connected early”, to increase the retention of students. It was suggested that a cell phone be issued and rotated among the “evening coordinators” on duty so they can be reached easily. The Security Coordinator contact numbers should also be posted around the building.
9. Work Plan Progress	Temte	President Temte inquired on the progress of each area’s work plans. All divisions reported that meetings had been held, or are being held this week to complete their plans.

10. Decision Maker and Investigator Training Sessions	Temte	Information was distributed about training this fall through MnSCU. Steve recommended the college have one male and one female Harassment Officer; one on each campus. It will be determined who should attend the fall training at the next Cabinet meeting.
11. New Administrator Orientation	Temte	Hank, Norma, Steve and Jim will attend the Oct. 9-10 training for new administrators at the Office of the Chancellor. Mary noted that the Fall Deans' conference is scheduled on Oct. 22-24, which conflicts with a Cabinet meeting scheduled on Oct. 22. (The Cabinet meeting will be rescheduled due to several absences).
12. Personnel Update	Lindseth memo	Becky forwarded information about a GMW part-time seasonal position posted for the TRF Campus. This is a budgeted position that was not filled last year. It will be for less than 50%, with no insurance benefits. Insurance projection – calendar year 2009 will result in an increase of 3.48% in employer cost of insurance.
13. EGF Construction Update	Gooden	Bob reported that the project at EGF is on schedule, with Jan. 1, 2009 for completion of the front entrance and nursing addition. He expects to receive (2) portable classrooms by the start of fall classes, to be set up in a parking lot; road are being constructed; chiller/generator has been ordered; new furniture is expected this week.
14. Year-End	Paesler	Dennis reported that the year-end transactions for June 30, 2008 will occur this Friday, and payroll year-end will occur after the last summer payroll for faculty is processed. He reported there is $270,000 in accounts receivable for tuition alone from last fiscal year.
15. Staff Meetings	Fontes	Mary reported that all student services staff are meeting every other week. Norma and Hank will be invited to every other meeting for academic topic discussions.
16. Enrollment Data	Fontes	Questions were raised about how enrollment should be reported – by campus or whole college.
17. Yoga Instructor Needed	Konschak	Norma reported she is in need of a new yoga instructor, as the current faculty changed her plans to teach the class.
18. Extreme Entrepreneurship Tour	Konschak	Norma noted that this event is scheduled for Oct. 6 (in theater or gym, depending on the response). Watch for more details soon.
19. Secondary Education Tech Prep Consortium	Konschak	Norma inquired about the college's commitment to this program, and whether the college would help fund the program administrator's position, currently grant funded.
20. IT Update	Hron	A shipment of computers for employees is on back order – new employees will be issued recycled computers until new units arrive.
21. COI & Aviation Update	Retka	Jim reported that the Aviation Director position description is ready for final review before submitting for classification. Pat Balstad has moved back to the EGF

		Campus, and will spend one day per week at the Swenson House office. Jim reported on the challenges of the search for an ETAS faculty vacancy. He reported on a meeting regarding Digi-Key University. Kent noted that the Supervisory Leadership certificate program needs to be updated.
22. Dean Reports	Roehrich, Crittenden	Hank commented on the great amount of teamwork and collaboration he has experienced since he began his position. Steve reported he was very pleased about the access funds being available to assist in offering more student life activities.
23. Planning for 2020	Temte	Anne reported she has been appointed to a group to work on a "Planning for 2020" MnSCU Initiative under the leadership of Vice Chancellor Linda Baer. She is one of six MnSCU presidents, along with six Board of Trustee members. Salary placement issues was mentioned as a potential topic of discussion.
24. Next meeting		**Wednesday, August 27; Changed to TRF Campus, 1-4 pm, Room 545**
25. Next meeting agenda will include:		Bonding Bill Pre-Design Info– TRF Campus Support Staff In-Service topics discussion/schedule Decision Maker/Investigator Training