



Northland Community & Technical College

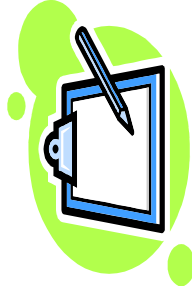
President's Cabinet Meeting

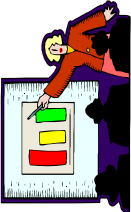
Wednesday, August 27, 2008
TRF Campus, Room 545

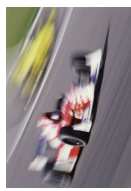
MINUTES

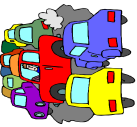
Attendees: Anne Temte, Kent Hanson, Cindy Cedergren, Norma Konschak, Hank Roehrich, Steve Crittenden, Mary Fontes, Dennis Paesler, Stacey Hron, Bob Gooden, Clinton Castle, Dan Klug
Absent: Jim Retka, Ron Dvergsten

Topic	Responsible Party	Discussion/Outcome
1. Introductions	Temte	President Temte introduced and welcomed Dan Klug, newly hired Foundation Director. He will officially begin the position on October 1.
2. Follow-Up Reports from last meeting	Temte	College publications- Stacey is working with Creative Services on this issue. Dennis Paesler reported that Enterprise funds had been received from MnSCU. Nursing – Mahnomen Site – No meetings have been held regarding this topic. Resale Policy/Procedure – faculty discussed the policy at an in-service session; no closure yet – it will go back to the Finance Committee for review before returning to the Cabinet, and then to SGC. It is the goal to have the new policy in place by January '09. It was determined that an appeal process needs to be developed (and included in the procedure) for dissatisfied customers to follow. Decision Maker & Investigator Training –follow-up information contained in item #7. Open Hours on Campus: Task group has met and set up a similar schedule as last year. Steve distributed a draft college-wide activities calendar, listing all student life/athletic events. This calendar will be posted on the website and updated regularly. Members were asked to forward any activities they want added to the calendar to Kari Sundberg. Posters are being developed stating open hours for computer access, gym, fitness center. Clinton noted that the college will be closed on Fridays preceding and Mondays following all state holidays.
3. Institutional Research	Lindseth	Task Group Membership: Becky named the employees who were previously identified to be on this task group. Kent and Mary Fontes were added.



		Repository for information – virtual office will be considered; Stacey will send a link to Becky to view.
4. Support Staff In-Service Workshop 	Lindseth	Friday, Sept. 19 at Warren Community Center; Discussion was held on the need for minimal staffing on each campus; Hank and Norma will remain on their campuses for administrative coverage. Depts. need to post signage (well in advance) informing students and faculty that offices will be closed. Topics to be presented include: Accountability dashboard, target measures, etc; Chancellor's welcome; Work plan – to be presented by supervisors in their respective areas (approx. 5 min. each). Ideas were shared on potential speakers/presenters from outside the college. Becky will research ideas and meet with Kent to develop the agenda.
5. Awards for Excellence	Lindseth	\$142,704 is available for 08-09; Discussion was held about the committee and the process to accept, review, and recommend the projects for approval. Becky will develop a standard operating procedure and Hank and Norma will inform their assistants of their new roles in this process.
6. Annual Work Plan 	Temte	President Temte thanked everyone for their diligent efforts on their portions of the plan. She needs everyone's drafts by Friday, 8/29, to meet the deadline of 9/3 to submit a preliminary plan to the Office of the Chancellor. The final plan is due in mid-November. She reported on changes that had been made to the target measures in the MnSCU Plan, such as success rates of students of color, STEM courses, STEM teachers, Custom Training/Cont.Ed. enrollment.
7. Decision Maker & Investigator Training	Lindseth, Deans	Anne and Norma reported on a conversation with a BSU faculty member and TRF math faculty regarding a Blandin Foundation grant to MnSCU, and the plans to develop a new math course by spring '09 for a targeted population of students. Training schedule: Decision Maker – Sept. 23 (OOC) or Nov. 5 (Winona) – all new Deans will attend, in addition to any who haven't previously attended; Kent will attend for a refresher.
8. Staff Development Grant	Lindseth	Investigator Training: Oct 28-29 (OOC) After discussion, it was determined that more trained investigators are needed college-wide, and Norma, Hank, Steve, and Mary were designated to attend the training.
9. Marketing Director	Konschak	Becky reported on a grant application to MnSCU which she is developing for the purchase of a performance management software program. Norma inquired about the length of the interim position; Kent and Anne stated that the assignment is through this academic year. Norma and Mark will meet to clarify what needs to be done to develop the New Media program.
10. Grant Administration	Konschak	Norma inquired about what office should serve as a clearinghouse or repository for grant applications and materials, as well as acquiring assistance in developing a grant application. Becky suggested the information could be stored on the institutional research site, and could contain past successful grant apps and

		materials. Cindy will locate the draft process proposed by Bonnie Stewart regarding the grant application process and record keeping of grants received and denied. Anne will obtain the access needed to the service the college subscribes to that contains sources of funding from various foundations. President Temte stated that if potentially large grants are available for special projects, there may be a need to contract with a professional grant writer. She explained the situation with the Foundation and COI regarding a potential large donor that has been declared unsuccessful.
11. TRF – East street/parking lot	Lindseth	Becky reported on an accident that occurred on 8-26 in the east parking lot. Discussion was held on the need for additional signage for speed limits, consider adding speed bumps to slow down traffic; Clinton will visit with the police dept. on strategies to alleviate or reduce the number (and speed) of drivers using that drive to reach Campus Courts.
12. Pollution Prevention Report	Lindseth	Becky reported on and distributed this report that was submitted to the Governor's office this month. She worked with Bob and Clinton to develop the report.
13. Affirmative Action Plan 2008-2010	Lindseth	Becky reported on and distributed the plan that was submitted to the OOC this summer. If anyone has any changes to make, revisions can be submitted.
14. Voice Mail Upgrade 	Lindseth	Becky and Clinton reported on an upgrade to the TRF Campus voice mail system that would allow up to 50 employees to have the capability of accessing their voice mail via email. Currently there are 25 employees who have that capability. There were no objections to purchasing the upgrade, as it didn't involve an increase in the telephone budget.
15. GPS Units in College Vehicles 	Fontes	Tie Line: Issues are still being worked on regarding the tie line between campuses. The system works from TRF to EGF, but not vice versa. Mary inquired about whether the GPS unit currently in the express van should be rotated among other college vehicles. Discussion was held on the purpose of the units. President Temte will develop a college-wide memo to employees regarding the consequences of driving violations, such as speeding. The college needs to have zero tolerance on this issue, to ensure the safety of employees and students traveling on college business. The GPS unit at EGF can be rotated among other vehicles as deemed necessary or desired. No additional units will be purchased.
16. Leadership Council Info	Temte	President Temte reported on a conference call held this morning with the 32 MnSCU college presidents and OOC officials. She reviewed MnSCU's strategies for fighting against reductions in funding from the Legislature, such as lobbying for tuition offsets, financial aid offsets, etc. The Access and Opportunity funds will be added to the college's base allocation.
17. Enrollment Report	Fontes	Mary reported current FYE at 1,242, but does not include Mgmt. Ed. Last year's FYE at this time was 1,324. Headcount is up, but students are taking fewer credits.

18. Recycling/Going Green 	Temte	President Temte relayed a concern from an employee about recycling efforts. Bob reported that he is working with Minnesota Wastewise on an assessment of the EGF Campus, and the ultimate goal is to “Go Green”, but they are no-where near that point. Clinton and Bob will work to develop a communication to employees on what each campus is currently doing, to promote further recycling efforts, etc. Dan Klug made a suggestion for the communication, for example: “More and more of our students and employees are.....” Becky stated that perhaps the Safety Committee could address some of the recycling issues, since they are included in the pollution prevention strategies contained in the report submitted. Bob reported on the status of potential funding for a wind tower at the EGF campus; the tower would generate power for the college.
19. Bonding Bill Pre-Design-TRF	Castle	Clinton reported that a 50% Pre-design document is due to MnSCU on 9/4. (100% pre-design due in Nov.); The plan is for remodeling only, no new square footage. They were developed within the right-sizing initiative planning last year, and also includes other HEAPR projects to increase efficiencies in plant operations. Programs involved in the project include: Auto Body I and II, Architectural Technology, Broadcasting (future New Media program), Theater/Fine Arts. Some remodeling will occur at the airport site. If approved by MnSCU and the Legislature, funding would be available in spring of 2010. The currently estimated cost of the project is \$4.1 million.
20. Start of Fall Semester	Cabinet	Cabinet members reported on a smooth start to the fall semester, with few problems to resolve.
21. Next meeting		 Wednesday, Sept. 10, 2008; TRF Campus, Room 545; 9 am – 12 Noon
22. Adjournment		Meeting adjourned at 4 p.m. 
 “Parking Lot” (list of topics for future meetings)		College Publications – recommendations to Cabinet Resale Policy/Procedure Review Mahnomen Site– Nursing and Other Programming Ideas Grant Administration/Record keeping