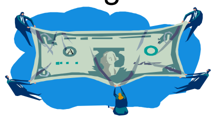
Northland Community & Technical College
President's Cabinet Meeting
Wednesday, September 10, 2008
TRF Campus, Room 545

M I N U T E S

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

Topic	Responsible Party	Discussion/Outcome
1. Follow-Up Reports from last mtg.	Hron Konschak	a) Publications - on-going conversations are taking place. b) Mahnomen – a meeting with all parties will soon be set.
2. Credential Field Policy	Lindseth	Becky reported a number of unlimited faculty members have not yet taken the core courses required for the credentialing process, within the timeframe they were given since the implementation of the credentialing policy. Discussion was held and Becky will provide the list of faculty to Kent, Norma, and Hank so they can meet individually with the faculty members. President Temte will also discuss this topic with Bill Tschida at the Office of the Chancellor.
3. Personnel	Lindseth, Fontes	It was announced that Marie Sandsmark has resigned from a Financial Aid position, effective Sept. 19th. Discussion was held on other temporary and unfilled AFSCME positions within the college. A follow-up meeting was scheduled with several Cabinet members to discuss the status of the positions.
4. Shared Gov. Council Agenda	Temte	President Temte reviewed the proposed 9/11 SGC agenda and members determined who would be addressing each item.
5. All Employee Mtg. Agenda	Temte	A tentative agenda was distributed and members were asked to forward any additional items to Cindy Cedergren.
6. Intercampus Mail 	Lindseth	Following discussion about the inconsistency of the delivery of mail between campuses, it was determined that all intercampus mail that is not delivered by the end of each day, will be sent via U.S. mail. All mail that must be received the next day must be mailed through an overnight mail service. Dennis P. and Mary Fontes will send a directive to the staff who handle the mail on each campus.
7. Standard Business Hours	Lindseth	Discussion was held on what the expectations are of the people we serve, in regard to open office hours. Should offices be open at 7:30 a.m. or 8:00 a.m.? Should

		they stay open until 4:30 or 5 p.m.? No decisions were made on whether we needed to have standardized hours. This topic will be addressed at a future meeting. Members were asked to consult with their staff on their observations of what hours are typically needed by students and/or other typical customers.
8. FY10 Budget Forecast 	Temte	President Temte reported that MnSCU is requesting a 9% increase from the Legislature for the 2010-11 biennium. However, with a $2 billion deficit predicted for the state, MnSCU will likely face budget cuts. NCTC could face as much as a $1 million cut over the biennium. The Board of Trustees will probably approve no higher than a 3% increase in tuition. She asked that all supervisors examine where budget reductions could be made in their areas during the next several months.
9. Work Plan	Temte	President Temte reviewed portions of the preliminary plan she submitted to the Chancellor. The final plan is due in November. Areas needing more information will be discussed at a future Cabinet meeting.
10. Staff Development Grant Application	Lindseth	Becky reviewed the applications being submitted for possible funding from the OOC – Strength-Based Leadership and Microsoft Office Specialist Certification training.
11. Election Issues Info 	Lindseth	A memo regarding fall election guidelines (from the Minn. Dept. of Finance & Employee Relations) was reviewed and discussed. Topics covered were: Election Judge Leave; Voting Time Leave; Use of State Computers; Political Speech, and Political activities of state employees.
12. Support Staff Workshop	Lindseth	An attendance count is needed from each supervisor to plan for meals and refreshments. It was determined that Bob Gooden and Clinton Castle would remain on their campuses during the workshop, allowing all their staff to attend.
13. Security Awareness Training	Lindseth	Becky reported she sent a notice to all new employees of the required training. She asked supervisors to encourage employees under their supervision to complete the training in a timely manner.
14. Safety Training	Lindseth	Becky reported that the safety training modules will be ready in October or November; some portions will be in-class and some on-line.
15. Ethics Training	Lindseth	The OOC is initiating a ½ -hour on-line Code of Conduct for Employees training; Expected to be ready for implementation in November.
16. FY08 Fund Results	Paesler	Dennis reviewed fund results from FY08, indicating the following balances: General Fund $390,315; COI ($195,398); with a Total overall college budget surplus of $194,738; Ending Reserve balance $3,137,459.
17. Enrollments	Paesler	Current college-wide enrollment is down approximately 76 FYE from last year at this time; enrollments from Management Education and Farm Operations are not in yet.
18. Next meeting		**Wednesday, Sept. 24, 2008; EGF Campus, Rm 106 & TRF Campus, Rm 545; 9 am; via polycom**
19. Adjournment		Meeting Adjourned at 12:15 PM.

20. Parking Lot Items 		College Publications – recommendation to Cabinet Resale Policy/Procedures Review Mahnomen – Nursing and other programming Grant Administration/Record Keeping Work Plan Revisions Standardized Business Hours