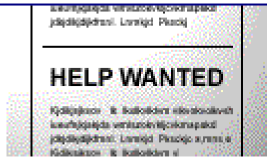
Northland Community & Technical College
President's Cabinet Meeting
Wednesday, September 24, 2008
Via Polycom- TRF Campus, Room 545; EGF Campus Room 106

MINUTES

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) Mahnomen Nursing Program– a meeting with all parties is set for Nov. 6th in Mahnomen; b) Notices about intercampus mail delivery have gone out to all employees and mail attendants; c) Grant administration – Becky has made a contact at OOC, awaiting more information.
2. Awards for Excellence 	Temte	President Temte reported on a concern brought by faculty regarding the requirement in the faculty contract to post minutes of the Awards for Excellence Committee meetings. Becky will be preparing a summary report of all projects, names of faculty, and awards granted over the past two years. From now on, minutes of the meetings will be posted on Virtual Office. This task will be assigned to one of the Academic Support staff.
3. Campus Profile Presentation to Board of Trustees	Temte	President Temte inquired as to whether we should sign up to do a campus profile presentation to the Board of Trustees in November. Members were in favor of helping to develop the presentation; Anne will contact Todd Harmening to get more specifics.
4. CCSSE Evaluation	Temte	Tabled – Anne will visit with Mary Fontes and Rocky Ammerman about the evaluation she needs to submit.
5. Statement on Diversity	Hanson	Kent reported that the Diversity Committee will be developing a statement on diversity, which will require Cabinet approval. Once approved, the statement will be posted with the college mission and vision statements.
6. Strategic Planning	Hanson	Kent reported that the new college strategic goals will need to be infused into the next budget request process; Data synthesizing will be done on Oct. 2 – we need a student services representative from EGF to join that group. Mary Fontes will seek

		a volunteer. The data that is compiled on Oct. 2 will be presented to Cabinet on Oct. 15th. (See meeting date changes at end of minutes).
7. 1B.1 Investigations & Decision Making Roles 	Crittenden	Discussion was held on how to go about assigning investigators and decision makers when 1.B.1 cases (Non-discrimination) arise. Hank, Norma, Steve, and Mary just completed decision maker training, and will be going to the Investigator training in late October. Depending on each case, each campus dean may rotate the investigator responsibility. One of the deans on the opposite campus would likely become the decision maker. The President should be informed of a 1.B.1 complaint and she may choose to designate the appropriate investigator and decision maker, depending on each case. President Temte suggested that perhaps a flowchart should be developed to make this process clearer. All student conduct investigations will be conducted by either Mary or Steve, and will follow the processes outlined in the Student Code of Conduct Policy #2140. The existing Student Complaint Log also needs to be used by all supervisors when handling day to day issues with students, including those that do not warrant an investigation. All supervisors need training on the use of the log.
8. WENS (Wireless Emergency Notification System)	Lindseth	Becky reported that the Office of the Chancellor has entered into a contract for a system-wide emergency system called "Star Alert". It will provide the college with a tool to text or email emergency announcements to students and employees who register to be on the contact list. The criteria & protocol will be developed by the Safety Committees and Becky will present a draft to the Cabinet.
9. Safety Inspections	Lindseth	Becky reported that OSHA's Consultative Division will be conducting free inspections on each campus; October 7-TRF; October 8 – EGF, with exit interview on October 9th. Kent asked to be involved in the inspections on each campus. Action plans will be developed based on the inspections. OSHA grants may be available to fund necessary projects exceeding the college budget.
10. Target Minnesota	Temte	President Temte noted that a symposium on emergency preparedness and terrorism is scheduled at the end of November at a metro college. She will pass on the info. It was noted that the EGF campus is an inoculation site for Polk County, in the event of a pandemic outbreak, and will be participating in an annual drill for this purpose.
11, Personnel Update	Lindseth	Becky reported that Kelly Van Schaick has accepted the full-time position in Financial Aid, replacing Marie Sandsmark, starting Oct. 1st. We will be posting for a part-time unlimited position in financial aid. Charlene Abrahamson has been assigned to the vacant CSS Intermediate position in the bookstore, starting 9/29. Pat Amiot has accepted the EGF Library Tech position; creating another vacancy for a temporary advisor at EGF. Vacancies in maintenance and COI are in the

		interview process. Aviation Director position will be posted now that classification has been determined. The position will be open until filled, but applications will be screened starting 10/20. Kent Hanson will be added to the search committee, with Jim Retka chairing it. President Temte wants to meet with each interviewee. Jim Retka proposed a meeting with President Temte to discuss the recommendations regarding the High Stakes Testing operations.
11. Division Reports: Academics & Student Services Finance Human Resources Facilities 	All Members	Norma Konschak reported that registration for spring semester for current students opens October 15th. Development of the schedule is going well. President Temte stated she would like to attend an Academic Deans' meeting this fall; perhaps a Div. Chair or Joint Division Chair meeting also. Oct. 22-24 – Academic Deans' conference at Brainerd. Jim, Norma, Steve, Hank, Mary, and Kent will be attending. Becky inquired about the Institutional Research portion of the agenda and whether it was necessary for her to attend a portion of the meeting. Hank reported he was meeting with U of M –Crookston to discuss the development of a dietician program. Mary Fontes reported that recruiters are on the road every day. She is working on financial aid and work study issues with Gerry Schulte. Dennis Paesler reported the business office is still transitioning with staff changes. Becky Lindseth reported that she and Julie Fenning attended an intensive 5-day OSHA training in Las Vegas last week. She reported that a faculty inquired about using a state vehicle to attend classes required for credentialing. Discussion was held, and it was determined that this practice would not be allowed, even if a faculty member were awarded funds from Faculty Staff Development funds. Use of state vehicles in general will be reviewed at a future Cabinet meeting, to include discussion of the process of approving student and employee drivers. A standard operating procedure would be helpful to outline the process, and where responsibilities lie, in regard to travel for student life activities, field trips, etc. Clinton Castle reported on the first Facilities Committee held on 9/23. The committee discussed the idea of having the TRF Campus open on Saturday for student use. He reported that starting Oct. 25, they will start having the cafeteria lab & the gym (if no games are scheduled) open from 1-4 p.m. Opening the fitness center is dependent upon work study staff availability. He reported that the restrooms off the cafeteria are being remodeled/updated during the next week. He noted that a 12-passenger van is ready to be picked up at Pine City. Anyone interested in doing so should contact Clinton.

Facilities (continued)		PT Cruiser – Clinton reported that Gene Klinke had located a 2-year old vehicle for $11,000. It was determined that this purchase would have to wait until next year, and should be included in the Student Services FY09 budget request. Bob Gooden reported that the EGF construction project was 23 days behind schedule with Phase One. The development of a new road on the east side of campus has been placed on hold until spring. Phase II will still start after Jan. 1st. The college driveway on the west will be changed to a one-way, with diagonal parking; will be ready by end of October.
COI & Aviation		Jim Retka reported that a meeting is scheduled with aviation faculty this week. It was noted that the faculty are taking an active role in recruiting with presentations being scheduled at various high schools. Jim will be meeting with city officials to relocate the727-200 aircraft closer to the building for ease in instruction. Jim reported he will be attending a conference in Dayton, Ohio, where he will participate in a panel regarding the National Certification Systems.
Technology		Stacey Hron reported that Chad Sperling is working on redesigning the web home page – she encouraged members to complete the survey recently sent to employees. It was noted that we cannot officially change the college name or logo without formal Board approval. Proper use of the college name and logo should also be considered when ordering bookstore apparel and other promotional items.
President		President Temte announced an event that the nursing faculty is having on Veterans Day in Crookston to recognize and showcase nursing faculty who have completed advanced degrees over the past year.
12. Next meeting		- **Changes in meeting schedule: October 8 & 22 meetings canceled due to absences.** - **Next meeting- Wed, Oct. 15 – TRF Campus, Room 545; 9 a.m. – 12 Noon**
13. Adjournment		Meeting Adjourned at 11:00 a.m.
14. 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 Vehicle Use Policy/Procedure Review; Field Trip Policy review Use of Student Complaint Log Training Appreciative Inquiry Data – to be reviewed at 10/15 meeting