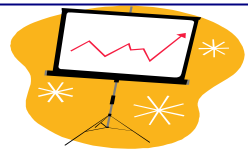
Northland Community & Technical College
President's Cabinet Meeting
Wednesday, October 15, 2008
9 am, TRF Campus, Room 545

M I N U T E S

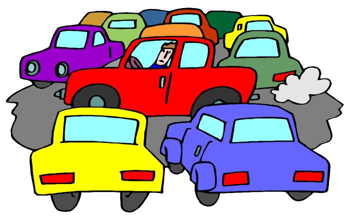
Attendees: Anne Temte, Kent Hanson, Jim Retka, Cindy Cedergren, Norma Konschak, Hank Roehrich, Dennis Paesler, Bob Gooden, Clinton Castle, Mary Fontes, Dan Klug, Becky Lindseth, Steve Crittenden
Absent: Stacey Hron, Ron Dvergsten
Guest: Karla Anderson (via video)

Topic	Responsible Party	Discussion/Outcome
1. Meal Plan 	Anderson	Karla Anderson presented a proposal and a request to pilot a tax-free meal plan for students with Taher at the EGF Campus. The proposal included a draft procedure on how to implement the program. After questions were addressed, the Cabinet gave the approval for Dennis Paesler and Karla Anderson to work out further details and move forward in piloting the project, starting out with a limited number of students this semester, with full implementation in spring semester.
2. Criminal Background Checks	Lindseth	Becky asked if the administration was interested in requiring criminal background checks on new employees prior to hiring. The cost would be approx. $15-25 per person. Becky stated the process could delay the offering of a position, since employment would be contingent upon the background check. She noted that some colleges conduct checks on only specific positions – such as those with full access to college facilities, etc. If implemented, a statement would be included in the position posting that candidates are subject to a background check. President Temte asked Becky to bring back a complete proposal and recommendation at a future meeting.
3. Applicant Tracking System	Lindseth	Becky reported that the Office of the Chancellor has purchased a program through NeoGov that is available to all colleges for handling vacancies of unclassified positions.

		The OOC will fund the cost for one year; colleges would be charged up to $7500/year for subsequent years, depending on how many colleges participate. She was asked to do more research to make sure the program can do what we need it to do. If the program meets our need, President Temte recommended that Becky include this recommendation in next year's budget request. Dan Klug mentioned the Blackbaud software program may be a suitable substitute. Becky will talk with Michelle Benitt regarding that program's capabilities.
4. Wireless Emergency Notification System (WENS) 	Lindseth	Becky reported that the Office of the Chancellor has purchased a contract with Star Alert for all colleges to utilize. There is a one-time $900 set up fee to customize the program for our needs, which will be paid from the HR budget. She noted there will be a link on the NCTC homepage for employees and students to register. It will be log-in and password protected accessed through Virtual Office. Groups will be designated as the following: TRF Employees, EGF Employees, TRF Students, EGF Students. Individuals will select the option of email and/or text message notification. She recommended that the registrations expire in one year; she recommended an end date of June 30, 2009 for this year's registrations. She proposed that the following positions be given access to send announcements via this system: Pres, Vice Pres, Facilities Directors, HR Director, Technology Director, all Deans.
5. Program Sustainability	Konschak	Norma inquired about the assessment of faculty and programs that are going through this process, and how we will measure their success in following through on the plans put in place. Further discussion will be held at an Academic Deans' meeting.
6. Completion of Teaching and Learning Core Courses	Konschak	Norma inquired about administration's position on granting extensions to probationary faculty to complete the T&LC courses to meet credentialing requirements. Becky stated that the college does not have the authority to extend a probation period for a probationary faculty member. She noted there is talk of the possibility of a Memo of Understanding with MSCF and MnSCU regarding the credentialing requirement issue. The Cabinet will discuss again as new information becomes available.
7. Negotiations, Credentialing & 60/120 credit limits	Temte	These items were tabled and moved to a Deans' meeting discussion on Oct. 16th.
8. Code of Conduct Employee Training	Temte	President Temte reported that the OOC has given colleges the authority to choose who should complete this training. She recommended, and the Cabinet agreed, that all employees will be required to complete this ½ hour on-line training.
9. College Profile Presentation	Temte	President Temte confirmed that we will be scheduled to make a presentation to the Board of Trustees on either Nov. 18 or 19. The presentation should be no more than 15 minutes, in addition to 15 min. for Q & A. She recommended that we include highlights

		about a specific program or project, such as the Mahnomen nursing program. It was suggested that Mark Johnson video tape some comments from faculty and students on-site. It was noted that there is an event on Oct. 27th that may be an appropriate time to do that. A planning group consisting of Jim Retka, Kent Hanson, Mary Fontes (or Gene Klinke), and Anne Temte will meet soon to discuss the content of the presentation, and will then work with the appropriate staff to develop the presentation.
10. Safety Inspections	Lindseth	Becky reported the safety inspections have been rescheduled for the following dates: Dec. 9 (EGF) Dec. 10 (TRF), and Dec. 11 (wrap up and exit interview).
11. Strategic Planning – Next Steps	Temte	President Temte reported that a data synthesizing group met on 10/2, and three major goals surfaced from all the data collected in the Phase I Appreciative Inquiry sessions held over the past year. The top (3) college goals are: Increase student persistence/completion rates; Increase stakeholder satisfaction; Increase enrollment. In-depth discussions of these goals and the next steps of the process will be held at a Cabinet meeting this fall, along with tentative plans to kick-off the plan at All-Employee meetings in January.
12. Faculty Positions	Konschak	Norma reported on a request to classify a position that is currently hired and paid on an hourly basis, and another request to reclassify a position. This topic was discussed, but referred to the Academic Deans' meeting for further discussion and resolution.
13. Employee Safety Training	Lindseth	Becky reported this training program will be ready to be implemented on campus in approximately one month. Discussion was held about employees who are already trained in the required areas, and may teach advanced levels of the subject. Becky stated she needs to have the support of all supervisors in order to get all employees to complete the training that is required for their respective positions. Training sessions will be incorporated into the January faculty in-service days.
14. Tuition Waiver Module	Lindseth	Becky reported on a module that will be available to employees to use by November to apply for tuition waivers for spring semester '09. This process will eliminate the paper process currently in place which is cumbersome and time consuming.
15. Minnesota Mgt. and Budget	Lindseth	Becky reported that the Minnesota Dept. of Employee Relations has merged with the Department of Finance to form Minnesota Management and Budget (MMB).
16. Institutional Research	Lindseth	The first task group meeting is planned for Oct. 27th. She noted that employee training on creating BRIO reports could be useful for cross training purposes.
17. Update on Biennium FY10-11 Projections	Temte	President Temte reported the state is facing a $1-2 billion deficit. The OOC may recommend a 3% increase in tuition to the Board of Trustees, with hopes that the Legislature will fund another 1%.
18. Construction Update	Gooden	Bob reported that plans are being drawn on the construction of a soccer field at the EGF Campus. Preliminary estimates indicate it could cost somewhere between $20-30,000.

		The Student Senate may consider funding this project, but will wait until plans are drawn and bids are received before a final decision is made. Bob reported that the bids on redoing College Drive came in too high, so they will just stripe it for diagonal parking and create a one-way street for now. The city will provide signage needed. The construction project is running 23 days late, due to delayed shipping of steel.
19. Dean of Academic Effectiveness	Hanson	Kent shared the minutes of the first meeting to discuss this new position. It was noted that a research piece should be added to the proposed list of job duties for this position. A member inquired as to whether the title should be “Dean of Institutional Effectiveness” since the duties may be broader than academics.
20. FYE Projections Fee Recalculation Letter	Paesler	Dennis shared a document that included Actual and Projected FYE for all MnSCU colleges from 2001-2013. He reported that he had submitted projections of 2,870 FYE for 2012, and 2,885 FYE for 2013 for NCTC. Dennis reported on an error in calculating student life fees in the billing process for fall semester, and the letter which accompanied the invoices sent to students. Discussion was held on changes that have occurred since the mailing went out and ways to improve communications with students.
21. Wind Energy Forum	Temte	President Temte shared information on a Wind Energy Forum scheduled in Newfolden on October 22, for those who may be interested.
22. Staff Development Grants	Lindseth	Becky reported that (2) out of (3) grant applications submitted to the OOC were approved, for a total of $10,000. The two that were approved were for Strength Based Leadership Training, and Microsoft Office System Certification.
23. Affirmative Action	Lindseth	Becky reported that the 2008-10 Affirmative Action Plan was approved by the OOC. She will distribute the document soon. Congratulations Becky!
24. Personnel Update 	Lindseth	Becky reported that Mitch Ostrom (EGF Electrician) has resigned effective 10/24; we will post for a replacement immediately; Scott Halle (EGF Construction Electricity faculty) has resigned effective 10/31; will fill with a temporary position for remainder of fall semester. Becky reported on other vacancies in progress: GMW (TRF) part-time seasonal; College Lab Assistant (EGF); Financial Aid (TRF); Aviation Director. EGF part-time temp advisor position has been filled. Discussion was held on the membership on the Aviation Director Search Committee and the desire to have at least one faculty member from outside the department.
25. Security Awareness Training	Lindseth	Becky reported that (4) topical courses are now available; an email will go out soon to those who require these courses.
26. Driving Record Verification	Lindseth	Becky reported that several students who have undergone driving record verification are not eligible to drive college vehicles or drive for any college business requiring

		reimbursement of expenses.
27. Meeting Adjourned at 11:30 am		
28. Parking Lot Items 		**<u>New items:</u>** Issuing vehicle keys Support Staff In-Service – tentative date 4/10/09 January Faculty In-Service plans **<u>Carry Over Items</u>**: 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