



Northland Community & Technical College President's Cabinet Meeting

Wed, November 5, 2008
TRF Campus, Room 545; 9 a.m.

MINUTES

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, Stacey Hron, Ron Dvergsten

Absent:

Guests: Shawnn Balstad, Travis Ryder, Paul Peterson

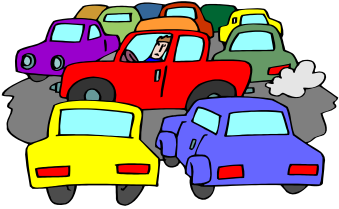
Topic	Responsible Party	Discussion/Outcome
1. Wind Energy Study Findings	Gooden S. Balstad	Shawnn Balstad from Pembina Trail RC & D presented a final report on a wind study prepared by Avant Energy. The report summarized the data collected in a survey they conducted for the college, including data to consider if the college chooses to investigate purchasing a wind turbine for the EGF campus. The survey was conducted with a \$5,000 Clean Energy Grant. Discussion was held on various options and costs associated with this initiative. Bob Gooden reported that the City of EGF is planning on installing a wind turbine for the city. Bob will review the information Shawnn provided to him on potential sources of funding, and he and Kent Hanson will meet with city officials on their plans and the impact a wind turbine would have on the campus' utility costs. More information is still needed on installation and annual maintenance costs before a decision is made on whether it would be cost effective to pursue. Bob or Kent will report on their progress at a future meeting.
2. Satellite Radio Station at EGF	Ryder	Travis Ryder presented information and a proposal to convert a display case on the EGF Campus to a satellite radio studio. His proposal outlined the purpose and advantages of this initiative and a proposed budget. Discussion was held and Kent Hanson asked that a decision be postponed until the Nov. 26 th Cabinet meeting, following discussions with other EGF employees.

3. Exclusive Beverage Rights Contract Proposals	Peterson Crittenden	Paul and Steve summarized the proposals from Pepsi and Coke for an Exclusive Beverage Rights Contract. After discussion, the Cabinet recommended Option #2 from Pepsi, which provided a \$32,500 donation to the college (\$6500 per year for 5 years). A brief discussion was held on how those funds could be used. Clinton will research the cost of operating the vending machines on campus.
4. Follow-Up Reports: 1) Fee Recalculation Issue	Konschak	Norma reported that the fee recalculation issue for fall semester has not yet been resolved, as students are still dealing with holds on their registration for spring. Discussion was held and it was determined that all holds will be removed, regardless of the student's outstanding balance, to allow them to register. Kent will issue a memo to all students regarding this issue, apologizing for the error on our part.
2) Music Dept. Staffing Issue	Konschak	The accompanist position was discussed. Becky stated that the accompanist duties are not faculty unit work, therefore cannot be classified as a faculty position. There could be two separate assignments, if there are also private lessons involved with this position. Further discussion and a decision will be made at the Deans' meeting later today.
5. Capital Project Review Team	Temte	President Temte asked if anyone was interested in serving on a Capital Project review team for MnSCU. Both Kent and Clinton expressed interest, but since Kent is not available to attend the Jan.6-7 meeting, Clinton's name will be submitted to MnSCU for consideration.
6. Cell Phone Detailed call lists	Temte	President Temte shared a staff member's recommendation to obtain detailed call lists online for college cell phone contracts, saving the college from paying a \$1.99 per cell phone. After discussion and a recommendation from Dennis Paesler, it was determined it was not cost effective to use staff time to obtain the call lists every month. Detailed call lists are required for auditing purposes for all employees who have college cell phones. Each cell phone user will continue to pay the \$1.99/mth charge for detailed call lists.
7. In-Service Planning	Lindseth	Discussion was held on conducting an in-service workshop on April 10 th (Good Friday). It was determined that it would be for all college employees, and held at TRF. It would focus on strategic planning and NCA accreditation topics. Discussion was held on the proposed Jan. in-service schedule: Jan.7: Strategic planning Kick-off sessions for all employees at each campus (approx. 2 hours at each location) Jan. 8 – All faculty will meet at TRF; Hank is coordinating the agenda/topics to address.
8. TRF Campus Public Address System	Lindseth	Becky reported on upgrades recently made to the TRF & EGF public address systems. The upgrades allow more accessibility. It was determined that all employees will be given a 3-digit access code and instructions to activate the system in case of emergency.

		Becky will communicate this information to all employees.
9. 09-10 Academic Calendar	Cedergren	Cindy requested approval of the proposed 09-10 academic calendar, before it is presented to Shared Governance on Nov. 13. Discussion was held on summer session dates, and floating duty days for faculty. The calendar was approved as presented.
10. Revised 1.B.1 Procedures – Designated Officer Role	Fontes, Crittenden	Since MnSCU recommends the college have all complaints of discrimination go to one person, Mary and Steve recommended that Becky Lindseth continue to serve as the college's official designated officer for this purpose. Becky agreed to continue in this role.
11. TRF Relay for Life event	Temte	President Temte reported that the college has been experiencing costs of approximately \$2,000 for hosting the annual Relay for Life event, whether it's held at the MEC or in the college. She asked for Cabinet members' opinions on whether the college should continue to offer the facility and services free of charge. Some suggestions offered were to consider conducting the event at a local park as some communities do (and cancel in inclement weather), or the Ralph Engelstad Arena. Cindy will arrange a time for President Temte and Clinton Castle to meet with Relay for Life co-chairs to discuss the costs of hosting the event, and explore alternatives or solutions.
12. Shared Gov. Council discussions-Swenson House, COI	Temte	<p>President Temte reported that conversations are being held between Dan Klug and Jim Retka on developing a business plan for the house to support itself. A timeline of mid-January was proposed to have a draft plan ready to share. Members were encouraged to either forward to Dan or bring any ideas they have about the future use of the house to the next meeting. President Temte reported that the Swenson family was very pleased to be able to gather at the Swenson House the day after Lowell Swenson's funeral, and they were pleased that the house is being well taken care of. The Cabinet discussed the MnSCU initiative in process, which includes updating the HVAC system to commercial grade. It was determined that we proceed with the upgrades upon approval from MnSCU.</p> <p>Jim Retka will provide an annual COI report to Shared Gov. Council and address questions from faculty.</p>
13. NISOD Awards	Temte	The Cabinet determined that nominations for this award would not be submitted this year, and will re-evaluate the value next year.
14. Chair Academy Membership	Cedergren	Cindy inquired as to how many members are interested in an institutional membership for this organization (\$500), or if individuals should purchase an individual membership if so desired (\$60). It was determined that most members do not use the services provided, so individuals could purchase their own membership and charge to their dept. cost center. Cindy will contact the employees who had inquired about this membership.

15. Latex Balloons	Fontes	Mary and Becky reported that this issue is being discussed at the Facilities Committees, and Becky is researching if other colleges have policies banning the use of latex balloons. This topic arose due to an EGF student experiencing a severe reaction to latex balloons on display for an event in the Commons. Clinton noted that facilities employees currently use latex gloves. Becky and/or Mary will bring back a recommendation at a future meeting.
16. Academic Support for English language learners	Crittenden, Roehrich	Steve reported on the process and activities being conducted to identify and assist students with language barriers, through supplemental instruction, peer tutors, translation materials, etc. These activities are funded through the Access and Opportunity grant.
17. Participation for Non-Credit Policy	Fontes	Mary inquired about whether the college issues waivers for non-credit fees, specifically for multiple persons from one family taking one or more courses. It was determined that no waivers are granted for non-credit fees and if employees are eligible to do so, they may apply for a tuition waiver and take the class for credit. But they are still responsible for the appropriate fees.
18. Satisfactory Academic Progress	Fontes	Mary reported on some changes to the Academic Progress policies at other MnSCU institutions. If NCTC would go with the change that other institutions are moving to, it could have a significant impact on retention of students. The proposed change refers to the academic standard that students on probation would have to meet – complete 100% of their courses that semester with a 2.5 GPA. What institutions were finding was that students being held to the 67% and 2.0 GPA during the probation period were having difficulty meeting the graduation requirement of a 2.0 GPA in 150% timeframe of their program. Stay tuned...
19. Dean of Academic Effectiveness	Hanson	Kent distributed a revised draft position description for the proposed Dean position. He stated he didn't really support the creation of the position due to the budget forecasts. President Temte stated that the budget forecast will be discussed at the next Leadership Council meeting on Dec. 8 th .
20. Legislative Audit Findings	Paesler	Dennis distributed and reviewed audit findings at other colleges, specifically those that members should be monitoring closely. Findings involved such topics as: ISRS rights of employees; tuition and fees, employee expense reimbursement, assignment forms, credit card use, delinquent accounts, etc. Discussion was held on whether we should request approval from MnSCU for a one-time exception to release holds on students' registrations due to the college's error this semester, in order to comply with MnSCU policy. It was suggested that a training session for supervisors may be needed in processing of employee expense requests, regarding the requirement to submit a conference agenda with the expense report. It is against state policy to submit for reimbursement for meals that are provided with the meeting or included in a conference

		fee. This information needs to be disseminated to all employees.
21. Personnel Update	Lindseth	<p>Becky reported on the status of positions:</p> <p>Trista Lund –hired as part-time OAS in COI;</p> <p>Gloria Serna – hired as CLA 1 at EGF (creating another vacancy);</p> <p>Mya Zutz- hired as part-time CSS in TRF Financial Aid;</p> <p>Richard Larson – hired as part-time GMW at TRF;</p> <p>Aviation Director position – screening in progress;</p> <p>Melrene Kaiser-on medical leave for approx. 6 weeks, creating a temporary assignment to increase Trista Lund’s position until her return;</p> <p>Wellness Center position – on hold;</p> <p>Electrician at EGF – interviews scheduled this week.</p>
22. TRF 2010 Bonding Submittal	Temte	President Temte stated that discussions need to be held with Arch.Technology, Auto Body, and Fine Arts faculty regarding the changes made to the 2010 bonding request submitted to the OOC. The final request is due by Dec. 7 th .
23. Other	Temte	President Temte thanked and complimented everyone for their articles in the Pioneer News every week –everyone’s done very well in communicating information pertinent to their areas. She noted that she, Kent, and Jim have been traveling around the region meeting with CEO’s of larger businesses and have had great results. She will share a summary of the meeting results at a future meeting. She will also plan to share the Campus Profile presentation at the next Cabinet meeting, after presenting it to the Board of Trustees on Nov. 18 th .
24. Meeting adjourned at 12:15 pm		

<p>25. Parking Lot Items</p> 	<p><u>New items for next meeting:</u> Fundraising Policy Review Campus Profile presentation Swenson House Utilization – bring ideas</p> <p><u>Carry Over Items:</u> Decision on satellite radio site at EGF Recommendation on use of latex balloons Issuing vehicle keys College Publications – recommendation to Cabinet Resale Policy/Procedures Review Mahnommen – 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</p>
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