Northland Community & Technical College
President's Cabinet Meeting
Wednesday, November 26, 2008
EGF, Room 106
9 a.m.

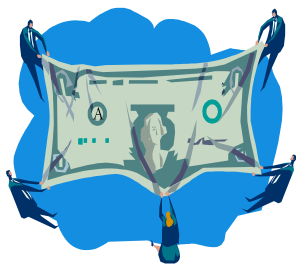
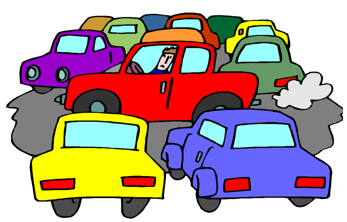
M I N U T E S

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, Stacey Hron.
Absent: Ron Dvergsten

Topic	Responsible Party	Discussion/Outcome
1. Satellite Radio Station at EGF	Hanson	Kent advised the Cabinet that due to budget uncertainties, and the need to spend additional dollars to set up a satellite station (estimated at $10,000), he did not support moving forward with this decision, at this time. If approved in the budget development process, the installation could occur during summer '09. The Cabinet agreed to place on hold.
2. Exclusive Beverage Rights Contract Update	Paesler	Dennis reported that since the proposals received were over $25,000, a formal RFP process must be implemented, so the current proposals had to be rejected and the process will start over. He estimated that a contract would not likely be in place until July 1, 2009. Discussion was held and it was decided that the RFP's should include both campuses, rather than just TRF. Kent and Dan volunteered to work with Dennis Paesler on the RFP template.
3. Revised Fundraising Policy	Fontes	The policy was discussed and Mary noted that a Fund Raising Request Form needs to be developed to accompany the policy. Additional questions were raised about the policy and it will be revised and brought back to the Cabinet for review.

4. Resale Policy & Procedure	Paesler	Discussion centered on the length of time that unclaimed vehicles should be allowed to be stored at the college. Cabinet members recommended the days should be reduced from 60 to 30 days. Other changes: All vehicles must be removed from the premises at the end of the academic year. It was recommended that the work order form signed by the customer state these requirements. The academic deans and facilities directors will work with the auto program faculty on each campus to ensure this process is in place.
5. Awards to All-State Academic Team nominees	Temte	President Temte asked for recommendations on how and if the college should award the students nominated for this award. After discussion, it was decided that the President's Office would award $150 to each nominee (to be given on an annual basis).
6. Autoclaves in Science labs	Lindseth	Becky reported that all employees who operate autoclaves in their labs must acquire and maintain a Special Boiler Operators license, and the autoclaves will require boiler inspections. The Academic Deans will determine who operates this equipment on both campuses and inform them of this requirement. The cost associated with the exam and license fees will be paid from departmental budgets.
7. Board of Trustees Award for Excellence in Teaching	Roehrich	Administration needs to move forward on soliciting nominees for this award. Kent will send an email to all employees.
8. Mileage between campuses	Konschak	Norma reported that employees are reporting various mileage amounts between campuses, and she recommended that the Cabinet establish a definite number of miles that the college will reimburse. Clinton was asked to officially clock the mileage between the campuses, and report back to the Cabinet. Following receipt of that information, Becky will send an email to all employees informing them of the appropriate mileage to claim.
9. Strategic Planning	Temte	President Temte explained the plans for the Jan. 7 Kick-off event in which all employees will participate. She reported that the follow-up team had rephrased the three main themes. She asked Cabinet members to forward any recommendations on "opinion leaders" that could be strategically placed at each table (and also student participants) for the Jan. 7 event. The Cabinet will meet with DeAnna Murphy for a full day in January, to be determined soon.
10. Holiday –office hours 	Temte	President Temte stated there will be no early release for employees on duty over the Christmas and New Year's holiday weeks. Discussion was held on whether or not to send out a press release or post signs that minimal staffing would be available from Dec. 24-29. The campus doors will be locked at 5 p.m. during the 2-week holiday break. (Maintenance staff schedules will change to accommodate those hours, unless there is an activity scheduled on the campus). The Swenson House doors will be closed to the public during certain days, since only one new staff member will be on duty there. Kent

		and Anne will work with the administrators and facilities supervisors at their respective campuses to ensure the campuses are manned with facilities staff and administrators as needed. It is expected that someone from each division (Student Services, Business Office, etc.) be on duty to handle student needs.
11. Negotiations Update	Lindseth	Becky reported that the Office of the Chancellor requests colleges to submit recommendations (by Dec. 9) for contract language changes as they prepare for negotiations with AFSCME, MAPE and MSCF. Kent reported that the Academic Deans offered their input at the CAO meeting this fall.
12. Staff Development Training	Lindseth	Becky reported that the information for training on MS Office and Strengthsfinder has been distributed. She strongly encouraged supervisors to send their support staff to this training, which is provided through a grant from MnSCU.
13. Purchasing Flowers/Memorials	Paesler	Dennis shared a memo from Gail Olsen regarding restrictions on the use of state funds (which includes student life fund). He stated that state funds cannot be used to purchase flowers or memorials for former employees, students, supporters of the college, etc. He will send a memo to all employees regarding this issue.
14. Foundation Update	Klug	Due to time restraints, Dan tabled his update until the next meeting.
15. Assessment of Institutional Effectiveness	Hanson	Kent shared a draft document for members to review and make additions. He stated we lack a coordinated approach to assessing the college.
16. Aviation Program Director Search	Retka	Jim reported that interviews are being scheduled for the week of Dec. 8^{th}. President Temte noted she would like the committee to strongly consider candidates with a background that goes beyond the aviation field, in terms of leadership roles.
17. Governor's Initiative for On-Line Education & 60/120 credit legislation	Temte	These topics were discussed briefly and placed on the next agenda for a more in-depth discussion.
18. January In-Service	Roehrich	Hank shared a draft agenda and accepted changes from the Cabinet. Kent and Anne will visit with the faculty presidents at the agenda setting meeting about scheduling the Jan. Shared Gov. Council meeting on Jan. 7 or 8^{th}.
19. Minn. Schools Cutting Carbon Grant Opportunities	Konschak	Norma reported that Rod Lahren has some ideas for a grant application for this program. Clinton reported that a task force (out of the Facilities Committee) was created to address this project and develop a grant proposal. If any EGF employees or students have an interest in applying or contributing to the development, they should contact Norma.
20. Budget	Temte	President Temte stated that the college is working with two "theaters" – 1) Planning for the Future"; and 2) Facing a deficit that could be horrendous The goal is to keep the college intact and moving forward. The budget deficit may not affect this year's budget, but it isn't certain that the Governor's Office will not "de-fund" state agencies, including

		MnSCU this year. We still need to reduce our expenses this year to increase the carry over into next year. We cannot operate with a deficit budget. MnSCU is requesting only a 5.3% increase over the biennium, for inflationary costs only. The impact of contract negotiations is unknown. Dennis shared a spreadsheet that indicated an example of the dollar loss per percentage of reduction in the FY09 base allocation. President Temte stated we need to take a critical view of each operation within the college; we need to make deep “big ticket” cuts; identify functions we can do without; redesign how we offer services; focus on what we can do best, and let some things go. President Temte stated she would be building a briefing book over the next two weeks. Dan commented on the need for us to focus on the college mission. Hank commented that the attitude of leadership affects other employees, and during a time of budget restraints, it is even more critical to remain positive and optimistic. Cindy stated that the budget reduction suggestions that were developed by each division and the Cabinet in May 2007 should be reviewed and discussed.
21. Meeting Adjourned at 12 p.m.		
22. Next meeting		Wed, Dec. 10, TRF Campus, Room 545; **1-4 p.m.**
23. Parking Lot Items 		**<u>New items:</u>** Governor’s Initiative for Online Education 60/120 Credit Limit **<u>Carry Over Items</u>**: Fund raising Policy Swenson House utilization Recommendation on use of latex balloons Issuing vehicle keys College Publications – recommendation to Cabinet 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