



Northland Community & Technical College President's Cabinet Meeting

January 14, 2009

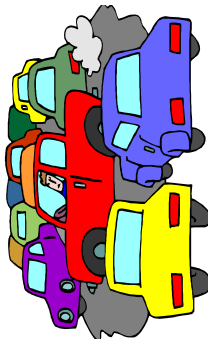
EGF Campus, Room 106; 9 a.m.

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
Absent: Ron Dvergsten
Guests:

Topic	Responsible Party	Discussion/Outcome
1. Gift Card Policy/Procedure	Paesler	Dennis reviewed the changes made since last review. No additional changes were made. Ready to post and forward to Shared Gov. Council
2. E-Communications	Lindseth	Becky shared info from MnSCU and suggested that attendance and travel to an information session in Detroit Lakes on Jan. 29 be coordinated so the appropriate number of people attend. It was determined that someone from Finance, Student Services, and HR should attend.
3. Off-Campus Jurisdiction	Temte	Mary and Steve confirmed that the NCTC Student Code of Conduct includes language that complies with the information received from the OOC Office of General Counsel regarding the topic of student misconduct off-campus.
4. Re-Cap of In-Service	Temte	President Temte reported that she had received positive feedback from employees on the in-service activities/meetings. It was determined that a short survey be developed very soon to obtain more feedback from faculty on what they liked, disliked, and what topics they would want addressed at the next in-service. (Mary F., Jennifer S. & Anne will work on developing the survey); President Temte stated that the Jan. 22 Cabinet training is the next step in the strategic planning process.

5. Budget Process	Temte/ Paesler	Dennis stated that the Integrated Budget Request process will be up and ready for use in Virtual Office tomorrow. It was noted that NCTC's and MnSCU's strategic goals should be updated on the form. The Finance Committee meets on Jan. 20 th (Kent will attend to represent academic administration). The Budget Idea Forum will close on Jan. 26 th .
6. Safety Glasses 	Lindseth	Becky distributed safety glasses to any Cabinet member who needs them, and she encouraged administration to set an example by always wearing safety glasses when entering a lab/shop that requires their use. She will see that employees who give tours on campus also have them readily available. She will meet with the academic deans today to review the OSHA Consultative Division Report resulting from inspections conducted in December.
7. BRIO Training	Lindseth	Becky informed the Cabinet of Introduction and Intermediate training via WebEx for running BRIO reports, and encouraged various administrators, supervisors & their staff to participate. It was also mentioned the possibility of having in-house training conducted by MnSCU staff in the future if needed.
8. Fleet Safety Program 	Lindseth	Becky reported that the process (being developed by MnSCU) for non-faculty to submit driver information (for clearance to use college vehicles or personal vehicle use for business purposes), is proposed for implementation on Feb. 16 th . She will inform employees when the on-line process is ready. She reminded all supervisors that the student driver verification process is in place and must be followed to comply with the state laws.
9. MnSCU Supervisory Training	Lindseth	Dates were shared for these sessions for those who have not attended them in the past – Dan Klug, Michelle Bakken, and Clinton Castle were named as potential participants.
10. Leadership Council Report 	Temte	President Temte reported on various topics discussed at the MnSCU Presidents meetings, held via conference calls last Tuesday. She reported that the likelihood of additional un-allocation is very real. The Governor will present his State of the State address on Jan. 15, and will release his budget on Jan. 27 th . Currently the state is projecting up to a \$6 billion deficit. She briefly reviewed discussions regarding credentialing, MSCF negotiations, 60/120 credit change; survey on OOC function; HR Committee – local board involvement by presidents and college administrators and related compensation issues. She will share a memo from Bill Tschida regarding the board involvement topic.
11. CEO Visits Findings	Temte, Retka, Hanson	Jim provided a summary of the visits with companies this fall. Discussions followed regarding the need for welding, CAD, and leadership training at several of the companies. He reported on an upcoming meeting (Feb. 5) with manufacturers (with various faculty) to further discuss their needs and opportunities that NCTC can provide them.

12. MnSCU Grants	Temte	President Temte shared information on various grants available through MnSCU. Kent will discuss the opportunities with the Deans.
13. Enrollment Management/Retention	Temte	President Temte shared information about a MnSCU contract with Hobson and an informational session scheduled on Jan. 15 in Bemidji. Representatives from Student Services plan to attend the session and bring back information. Kent and Anne commented on the successful recruiting methods currently at BSU and encouraged conversations be held between our recruiting staff and theirs to discuss best practices.
14. Foundation Update 	Klug	Dan shared an excellent presentation on teamwork and how it relates to the future and growth of the Foundation. He encouraged the participation of all Cabinet members in annual giving. This presentation may be shared with all employees and/or with the Shared Governance Council. Dan is pursuing ideas in granting student and employee awards; celebrations for milestone anniversaries within the college, etc.
15. Meeting adjourned at 11:50 a.m.		
16. Next Meeting Date		Special Cabinet Meeting – Thursday, Jan. 22 – 9 a.m. – 4 :30 p.m. – Swenson House Regular Meeting – Wed, Jan. 28, 2009 – EGF #106; 9 a.m.
17. Parking Lot Items 		<u>Carry Over Items:</u> 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 Standardized Business Hours Vehicle Use Policy/Procedure Review; Field Trip Policy review Use of Student Complaint Log Training Develop policy on purchase & distribution of promotional items