Northland Community & Technical College
President's Cabinet Meeting
Wednesday, February 11, 2009
TRF Campus, Room 545
9 a.m.

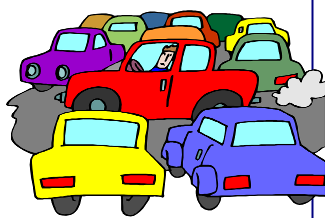
M I N U T E S - Revised

Attendance: Anne Temte, Cindy Cedergren, Becky Lindseth, Clinton Castle, Jim Retka, Dennis Paesler, Steve Crittenden, Stacey Hron, Norma Konschak, Mary Fontes, Hank Roehrich, Kent Hanson, Bob Gooden, Dan Klug.
Absent: Ron Dvergsten
Guests: Scott Fletcher, Nicole Brenny

Topic	Responsible Party	Discussion/Outcome
1. Diversity Presentation 	Brenny	Nicole Brenny presented a diversity statement which needs administrative approval, per Higher Learning Commission requirements. Discussion was held and several suggestions for changes were made. Nicole will bring the recommendations to the Diversity Committee for their feedback and will send the statement back to the Cabinet for formal and final approval. Nicole presented the current Diversity Plan and addressed questions from Cabinet members. Suggestions for changes were offered. It was recommended that a community member be added to the Diversity Committee.
2. Introduction of Scott Fletcher		Scott Fletcher was introduced and welcomed as the new Aviation Director. Scott resides in Grand Forks with his family. He has an extensive background in aviation maintenance and management and looks forward to the challenge of re-building the aviation program. Brief discussions were held on the idea of a year-round program, tuition, and Winona's aviation program equipment. President Temte will call the Winona President to discuss the disposition of their equipment.
3. Dislocated Worker Program 		Discussion was held around the need to conduct public meetings in the communities where layoffs are occurring (Roseau, Greenbush, EGF, TRF) to inform dislocated workers of the opportunities for scholarships, and the programs/courses we can offer them. We need to find out what the people want in order to determine what should be offered, in terms of short-term courses. Those asked to meet and plan these meetings were: Dan Klug, Kirsten Michalke, Gene Klinke, Norma Konschak, Hank Roehrich, Mark Johnson, Gerry Schulte, Bonnie Stechmann (Roseau Workforce Center), and Laurie Panek (TRF Workforce Center) . These public meetings should occur in the very near future.

4. ImageNow	Lindseth	Becky reported that HR was scheduled to implement ImageNow during this summer. She estimated the cost ($20,000) was prohibitive to do this year, and she didn't have sufficient staff time available to image the files of even the current employees (400). The decision has been made that the HR Department will not implement ImageNow in FY2010. Mary Fontes reported that in Student Services, employees have been trained and they are scanning files as time allows, starting with current and new student files. She estimated it could take about a year to complete the current files alone.
5. Hazardous Waste Training	Lindseth	Becky reported on the requirement from MnSCU that course curriculum must include hazardous waste training in all the appropriate programs. This information will be shared with faculty via AASC, as well as the April In-Service. It was suggested that faculty could work with the HR Dept. on purchasing Convenience Learning courses for the students. It will be the responsibility of Academic Affairs to ensure faculty are in compliance with the curriculum requirements and provide training for students. Jim Retka suggested the use of Learn.Com for this purpose, and suggested Becky contact Pat Balstad or Sue Snedker for more information on a contract that COI currently has with that company.
6. Graduation 	Crittenden	Steve relayed a concern from the Graduation Committee that the number of students participating in the TRF graduation ceremony has decreased over the years, and that decrease could be resulting from some programs conducting separate ceremonies and receptions on graduation day. Discussion was held and the following people were asked to convene a meeting to discuss further: Academic Deans, Nursing Directors, Mary Fontes, Steve Crittenden, and Scott Fletcher.
7. Personnel Update	Lindseth	Becky reported that faculty member Helene McCauley had submitted her notice to retire effective May 15th. Jim Clark has resigned from a Farm Business Management faculty position. Becky reminded the Deans of the need to post any faculty vacancies for next fall very soon. The Deans indicated there were no vacancies to post at this time.
8. Audit	Paesler	Dennis reported that the Office of the Legislative Auditor will be conducting an audit of NCTC in late February or early March, for fiscal years 2006, 2007, &2008. The audit will focus on all financial aspects of college operations. Dennis will communicate the exact dates of the audit as soon as they are determined.
9. Policy Review	Fontes	Revised policies/procedures were distributed with the agenda materials. Mary reviewed some of the changes and welcomed feedback on any of them. Changes will be made to the Laptop Policy for the Shared Gov. meeting tomorrow. Discussion was held on the amount of technical support needed for student laptops.
10. 2009 Capital Projects 	Temte	President Temte shared information on the projects included in MnSCU's $50 million HEAPR request, of which NCTC has projects for $558,000 for HVAC and $180,000 for electrical upgrades (both for the TRF Main Campus). There is still a possibility of receiving funding for Swenson House upgrades in 2009. The discussion shifted to the Swenson House utilization. Focus groups are scheduled to meet on February 17th to discuss the feasibility of further leadership programs. The goal to have the feasibility study completed is early March (6th or 13th). Bob Gooden reported that $5 million in HEAPR funding for roof repair at EGF is still a possibility for 2009, to be split into two phases.
11. N.W. Minnesota	Konschak	Norma shared information on a Community Connections program, in the event a

Foundation Info		department is interested in applying for available grants. The purpose of the program is “to help organizations develop new networks, foster coalition building, and promote collaborations between human service providers, other organizations, and/or public agencies”.
12. Strategic Planning – Goal #2	Temte	Tabled.
13. Framing the Future	Temte	President Temte shared a draft letter to the editor she was preparing for area newspapers regarding the state’s budget and its impact on Northland. Many suggestions for changes will be taken into consideration before the final is released. It was suggested that she also video tape her message and have it available on our website.
14. Misc. Reports/ Announcements from Cabinet Members:		
-OSHA		-Becky reported that the 60-day follow-up report has been submitted and many of the items that were cited in the report have been corrected, thanks to the Facilities Directors. The college is eligible to apply for OSHA grants for various projects.
-Finance Committee		-Becky reported on the progress of the Finance Committee in working with the ideas submitted via the budget idea forum.
-Student Safety Issue		-Mary brought to everyone’s attention the need for faculty supervision in a shop/lab setting when students are present.
-Student Life		-Steve reported that the TRF Sno-Fest events were well attended thus far.
-Facilities 		-Bob Gooden and Clinton Castle were acknowledged and congratulated for receiving an “Excellence in Facilities Management” award from the Office of the Chancellor. -Bob Gooden reported that Phase I construction will be done over spring break; Phase II will begin after spring break and scheduled for completion by the first of August. -Clinton brought up the fact that calls coming to the TRF switchboard are currently answered with voice mail, with options to speak to the receptionist, or dial a person’s extension. After discussion, it was determined that the automated system will not be used during regular hours, and the phones will be answered directly by the receptionist. A discussion on the overall phone system needs to be discussed in more depth at a future Cabinet meeting.
-Academics		-Norma and Hank reported that class schedules for fall and spring 2009-10 are being developed.
-COI		-Jim reported he is working on a mid-year report for COI and will have it available to present at the next Cabinet meeting.

-Foundation		-Dan reported that employee payroll contributions were increasing and there is nearly 100% participation from the Cabinet.
15. Next meeting		Wednesday, February 25, 2009; EGF Campus, Room 106; 9 a.m.
16. 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 Phone Systems