



Northland Community & Technical College **President's Cabinet Meeting**

February 25, 2009
 EGF, Room 106; TRF Room 545 – 9 a.m.

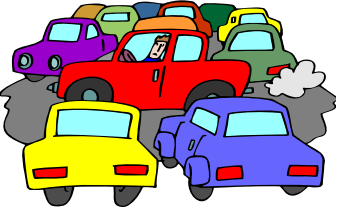
MINUTES

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

| Topic | Responsible Party | Discussion/Outcome |
|--------------------------|-------------------|--|
| 1. Summer Work Schedules | Lindseth | <p>Becky reported that discussions have been held over the last few months about summer work schedules. In past years, schedules have been flexible, in terms of working (4) 10-hour days, (4) 9-hour days +4 hours, etc. Following extensive discussion, the Cabinet decided that serving students and the public is not best served by allowing individual employees to select the schedule of their choice. This option will no longer be available except in exceptional circumstances. Only President Temte and Kent Hanson will be authorized to approve any alternate schedules, and will be done for exceptions only. Supervisors will be responsible for seeing that their employees' schedules are established to ensure that the dept. is covered between the standard hours of operation – 8 a.m. and 5 p.m. Monday through Friday. She stated that vacation time requested during the two weeks before the start of a semester should be avoided when possible, specifically in areas where student traffic and student needs are high. This information will be communicated to all non-faculty employees by the President's office.</p> <p>The budget idea forum contains suggestions to close the buildings on Fridays, but based on data from other colleges who have done this, or have thought about doing this, the projected cost savings does not justify this change in the work week. President Temte stated that most parents and prospective students would likely prefer to visit a college on a Friday, especially when traveling from a distance. Discussions are being held on how to reduce HVAC costs during the summer on both campuses.</p> <p>Members of the Cabinet expressed concerns about employees taking the liberty of running personal errands during their work shifts and feel that some employees take</p> |

| | | |
|--|----------|---|
| | | <p>advantage of that freedom. A brief discussion was held on the idea of developing WebEx stations to serve students needing assistance when the employee who could assist them is at the sister campus.</p> |
| 2. Voluntary Reduction of Hours | Lindseth | <p>Becky asked for suggestions for changes to the draft letter that will be sent to all non-faculty employees, giving them the opportunity to volunteer for a temporary reduction in hours. Reductions in hours would be a cost-savings measure that can only be done on a voluntary basis, and would not affect the employee's insurance eligibility, leave accrual, seniority, and service credit. Reductions would have start and end dates, and the employee would return to their previous employment status. The timeframe and reduction of hours would be agreed upon with the employee and the supervisor. No changes were made to the draft letter.</p> |
| 3. WENS | Lindseth | <p>An inquiry from a faculty member resulted in the re-examination of whether we should utilize the WENS system to notify students and employees (who are registered in WENS) when <u>all</u> classes are canceled on one or both campuses. It was decided that an "all class cancellation" notice would be broadcast via WENS in addition to the other methods of notification. Becky reported that only approx. 130 people are currently registered in WENS. A second notice will be sent as a reminder.</p> |
| 4. April 10 In-Service | Hanson | <p>A lengthy discussion was held about the topics needed to cover on April 10. Topics included: NCA, assessment and program review, strategic planning, time to complete safety and security training, possible keynote speaker (Joe Sertich was recommended and will be contacted by President Temte). Portions of the day may be structured for all employees together, and some portions for faculty and support staff to meet separately. The workshop will be held at the TRF Campus, due to construction at EGF. President Temte stated that after the Feb. 27 strategic planning meeting, they will be able to frame the in-service better as far as what is needed for the strategic planning piece.</p> |
| 5. Budget Reduction Process | Temte | <p>President Temte expressed concerns that Cabinet members must maintain the integrity of administration's position during the budget reduction process. We all have to set our sights on what has to happen, and not necessarily what we want to happen. Dennis and Becky reported on the work of the Finance Committee, which is meeting twice weekly over the next month to review, discuss, and develop recommendations that will go to the Cabinet by March 25. All committee members are contributing and looking at all ideas submitted in the forum. It was noted that administration should educate employees on some of the myths and misinformation that were stated in the budget idea forum.</p> <p>President Temte discussed keeping tuition down, so we can reach closer to the mean in the MnSCU system. Data indicates we are efficient in the student/staff ratio, but less than efficient in faculty/student ratios.</p> |
| 6. President's Report: DEED & PIC | Temte | <p>President Temte reported on a meeting she had with Dept. of Employment and Economic Development (DEED) and Private Industry Council (PIC) leaders, and the potential for PIC funds for funding work skills training, leadership, etc. It was suggested that these representatives be invited to present an informational session for administration, Division Chairs, enrollment management & recruiting staff, etc. on the programs and services</p> |

| | | |
|--------------------------------|-----------------------|---|
| White Earth Nursing | | available to NCTC. |
| Coaching Salaries | | President Temte reported on an application for funding that was submitted to Senator Klobuchar's office for the White Earth nursing program through an Appropriations Bill. |
| Audit Information | | President Temte reported on funding for coaches within the MnSCU system. She noted there are a few colleges that pay all their coaches' salaries from student life fees. These colleges, however, are the ones with much higher student enrollments. |
| | | President Temte reported that we currently have one finding from the FY08 audit that is unresolved: access to information. Dennis Paesler noted that the internal audit planned for this spring will likely be the end of March or first part of April. |
| 7. Student Services | Crittenden, Fontes | Steve reported he is researching TRIO grant opportunities, noting that it was an extensive application process that may require a person with stronger grant-writing expertise. He stated the next application is due in October 2010, for funding in FY11. |
| TRIO Grants | | |
| Conduct Issues | | Steve noted they have seen an increase in student conduct issues recently. |
| Student Driver | | Mary brought up a question about reimbursing a student who drives their own personal vehicle to a field trip activity. It was noted that a student can only be reimbursed if the student is a college-approved driver, regardless of whether a personal or state vehicle is used. |
| 8. Facilities Update | Castle, Gooden | Clinton Castle reported that MnSCU may have \$225,000 available in the 2010 Bonding Bill for the demolition of obsolete space at the airport campus. |
| | | Bob Gooden reported on an issue with a student driver for a field trip. He also reported that the nursing addition is going well. |
| 9. Commercial Vehicle Training | Klug | Dan Klug reported that a team is working with local trucking companies to develop a commercial vehicle driver training (16-week, 16-credit) through COI. The program would include an internship component paid by the businesses. |
| 10. Academics Update | Roehrich | Hank Roehrich reported that the Physical Therapy Assistant faculty did an outstanding job preparing for their accreditation visit and received excellent comments from the evaluators. |
| | | Norma Konschak recommended a book she is reading: <i>"Prioritizing Academic Programs and Services: Reallocating Resources to Achieve Strategic Balance"</i> by Robert C. Dickenson. |
| 11. Human Resources | Lindseth | Becky Lindseth mentioned changes that are pending (on a national level) regarding the extension of unemployment and COBRA rights. She will keep administration posted on the development of changes that may impact future college budgets. |
| 12. Budget Work Day | Temte | It was noted that the March 13 budget work day will be canceled, since the Finance |

| | | |
|--|--|--|
| | | Committee would not have their recommendations ready to forward to the Cabinet until March 25 th . |
| 13. Adjourned at 11:40 a.m. | | |
| 14. Revised Meeting Calendar: | | <p>Regular Meeting: March 11 at EGF, Room 106 - 9 a.m. Regular Meeting: March 25 at EGF, Room 106 – 9 a.m. Budget Work Day: March 27 at EGF, Room 106 – 9 a.m. – 4 p.m. <u>New:</u> Budget Work Day: April 3 at TRF, Room 217 – 9 a.m. – 4 p.m. Regular Meeting: April 8 at TRF, Room 545 – 1-4 p.m. Budget Work Day: April 13 at EGF 106 – 9 a.m. -4 p.m. Budget Work Day: April 27 at TRF 545 – 9 a.m. – 4 p.m. Regular Meeting: April 29 at EGF 106 – 9 a.m.</p> |
| 15. Parking Lot Items  | | <p><u>Items for next meeting:</u> Faculty Awards – Hanson April 10 In-Service <u>Carry Over Items:</u> Swenson House utilization Recommendation on use of latex balloons Issuing vehicle keys College Publications – recommendation to Cabinet Mahnommen – 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</p> |