Northland Community & Technical College
President's Cabinet Meeting

Wednesday, March 11, 2009
EGF, Room 106; TRF, Room 545
9 a.m.

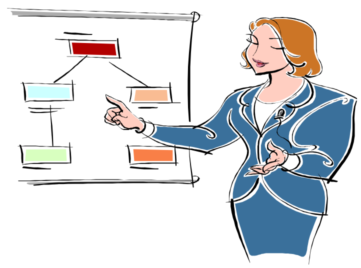
MINUTES

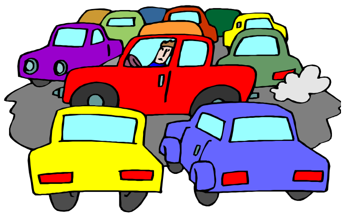
Attendees: Anne Temte, Kent Hanson, Jim Retka, Cindy Cedergren, Norma Konschak, Dennis Paesler, Bob Gooden, Clinton Castle, Mary Fontes, Dan Klug, Becky Lindseth, Steve Crittenden, Stacey Hron.
Absent: Ron Dvergsten, Hank Roehrich
Guests:

Topic	Responsible Party	Discussion/Outcome
1. Leadership Training	Temte	The training with DeAnna Murphy and Norma Smith that was scheduled for today's meeting was rescheduled for the Wed, April 8 Cabinet meeting. This training is necessary to prepare Cabinet members for the next steps in the strategic planning process.
2. March 25 Cabinet meeting	Temte	Stephen Larson (DEED) and Rodger Coauette (Workforce Center) will make a presentation to the Cabinet, and other invited employees, at the March 25 Cabinet meeting, starting at 9 a.m. Representatives from the Finance Committee will also present their budget recommendations around 11 a.m.
3. Standard Operating Hours	Crittenden	Steve reported that some employees he supervises were not pleased with the decision to cover offices from 8 a.m. – 5 p.m., and to discontinue alternative summer schedules. They didn't understand the rationale used for these changes. A lengthy discussion was held. It was stated that each department needs to work out their schedules to ensure there is coverage from 8 a.m. – 5 p.m., to provide baseline services for prospective students who visit the campus. (Ex: advisor, financial aid, assessment). Supervisors will need to arrange employees' schedules to ensure coverage. Signs should be posted if a dept. is not staffed on a particular day, due to unexpected absences, and visitors should be directed to another dept. or staff member for assistance. President Temte and Becky will prepare a memo to all support staff, clarifying this decision.
4. Proposal to purchase Portable Classrooms	Gooden	Bob presented a proposal to purchase the two portable classrooms that are currently being leased during the construction process. Bob was asked to check whether or not MnSCU had a policy on purchasing portable classrooms. The proposal stated that continuing to lease them through the construction period, and returning them after that period would cost approx. $12,700. If we purchased the units by 3-17-09, the cost would be $24,308. President Temte questioned whether or not there was a compelling reason to purchase them. This proposal will be revisited at the next meeting.

5. Student Handbook/Planner 	Hron	Stacey presented a request to discontinue printing the student handbook/planner and develop an on-line version. The handbook can be emailed as a link to all students. (sample from BSU was shared); Online policies would be linked directly to the policy web site and would always be up to date. Considerably less staff time would be used for an online version, compared to a print copy. A brief discussion was held and approved by the Cabinet. Discussion was held on the need for a student sign-off form for students to verify they have received the information (particularly policies) contained in the handbook.
6. Academic Policy Review	Hanson	Kent reviewed the following policies that had been approved by the AASC: Grading; Graduation; Advisory Committees; Assessment for Course Placement (discussion was held); Program Interruption. Awarding of College Credits was presented, but not ready for final review.
7. Laptop Computer Policy	Hron	Stacey presented a revised policy; minor changes were made. Discussion was held regarding technology support to students' laptops. The development of a tracking system will be considered.
8. Diversity Statement and Plan	Fontes	The following revised statement was approved by the Cabinet. *"It is an integral part of Northland Community and Technical College's mission to acknowledge, understand, value and celebrate the diverse heritage, cultures and individuals within our learning environment and community".* A revised Diversity Plan was shared, but not discussed or reviewed at this meeting. It was noted that college planning documents are difficult to locate on the website. Kent will convene a meeting of various stakeholders to discuss this topic.
9. NIMS Training	Lindseth	Becky reported that all new administrators/supervisors need to attend training on the National Incident Management Training System Those identified were: Scott F., Dan K., Steve C., Hank R., Michelle Bakken. Becky asked members to forward her 2 consecutive days they would be available for training in May or June (in TRF).
10. EGF Soccer Field	Lindseth, Gooden	Administrative Services recommended that a soccer field be built at the EGF Campus, which could be constructed at the same time a new road is being constructed. The cost will be $3,000/year for 15 years if added to the special assessments. The on-going maintenance costs were unknown (weed control, mowing, fertilizing); Discussion was held on the potential of EGF Student Senate funding (annually); Dennis Paesler noted that parking lot fees cannot be used to finance the field. A decision was postponed until a future meeting.
11. Board of Trustees Faculty Award of Excellence	Hanson	Kent reported that a couple of nominations were submitted to his office for the award, but the faculty nominees declined the nominations. Therefore, no nominations were submitted to the Office of the Chancellor.
12. Hazardous Waste Training	Hanson, Lindseth	Becky summarized a letter from the Minn. Pollution Control Agency regarding the college's requirements for providing hazardous waste training. The president must submit a letter of assurance to the MPCA, verifying that training will be provided to faculty by the first week of fall 2009 semester. Kent will send a memo to the faculty required to take the training. Time will be set aside during the April 10 in-service for faculty to complete the training.

		Becky and Clinton explained that the pits in the TRF automotive service shops will be removed from the list of hazardous waste generators, thus changing classification from small to very small generator of hazardous waste for the TRF campus.
13. April 10 In-Service		After the previous discussion and other topics to be covered, it was determined that April 10 will be a faculty in-service only.
14. Multi-Events Center 	Temte	President Temte reviewed the financial (and in-kind) contributions toward of the MEC by the city, county, school district, and college. She stated that the county and city appear to be following the original operations agreement for various MEC components, but she believed that the School District was not sharing the appropriate expenses for the football field. She asked that Kent, Steve, and Clinton meet to frame the issues for a future meeting with the school district, with the possibility of sharing more of the costs related to the field maintenance, security, lights, etc. They were also asked to discuss a recommendation to the TRF Soccer Association for sharing the cost of the use and maintenance of the soccer fields. Clinton stated that the utilities for the MEC are being examined and discussions are being held with the city for the current water charges. (approx. $300/mo.with no water usage) – charges are based on the size of the water lines, rather than usage.
15. State Employee Appreciation	Temte	President Temte asked members for their opinions on whether we should continue to issue $10 bookstore gift certificates, due to the budget shortfall. There were mixed opinions from the members, but the decision was made to not issue the certificates this spring. It was noted that Dan and Cindy are discussing the Foundation's future role in the annual spring retirement and recognition events on each campus, and plans to incorporate all employee appreciation into those events.
16. Differential Course/Program Tuition Guidelines	Paesler	Dennis shared a draft of MnSCU guidelines for establishing differential tuition, and asked if members had any concerns about meeting the criteria contained in the guidelines, for current or future differential tuition. No concerns were raised. Dennis will check on whether the guidelines will require annual documentation of meeting the criteria.
17. Financial Aid Restrictions on Summer Session	Paesler	Dennis shared information about financial aid funding. He stated that although the college runs on a fiscal year (July-June), the financial aid year runs from fall through summer. The college may use current-year funds to satisfy prior award year charges for tuition and fees, for a total of not more than $200. This information needs to be communicated to students and employees. Mary Fontes will discuss this issue with the Student Services staff.
18. President's Update	Temte	President Temte reported on various topics being discussed at the president's meetings. -Upcoming meetings regarding the Federal Stimulus Bill (March 16 via WebEx) – those attending should report the information to the Cabinet. -The Office of Legislative Auditor will release a report next week on occupational programs. -Every unit at the OOC is preparing for a 15% budget reduction. She will share a "talking points" memo from Linda Kohl regarding the MnSCU budget. She stated that

		discussions are occurring to build a four-year budget. -The Awards for Excellence funds must be used by September or they will be taken back. The Technology, Enterprise, and Access and Opportunity funds are restricted to its intended purpose, contrary to what she was told previously by an OOC official. We will need to amend the letter to the OOC outlining the budget reductions we are proposing for FY10. -Contract negotiations – IFO settled with no salary increases for 2 years, and she believed that other contracts may follow the same pattern. -Various Bills are being prepared to change the 60/120 credit legislation, but we need to continue to plan and operate under the current legislation. -FY10 Budget - she will prepare a memo to Cabinet members in preparation for the March 27 budget day, with the desired format of reductions from each unit. -The Swenson House Feasibility Study report will also be presented on March 27th by Jim and Dan. -The Foundation's Cruise Event fundraiser is on May 2, and she stated that she, Dan, and Cindy have tickets available for purchase.
19. Fleet Safety Program	Lindseth	Becky stated that the state policy is being revised, and we will hold off on implementing new requirements for non-faculty until the policy is released.
20. Voluntary Reduction	Lindseth	Becky reported that she had received a relatively small number of employees interested in voluntary reductions, totaling approx. $15,000. Voluntary reduction requests will be discussed during the budget reduction process.
21. Student Life	Crittenden	Steve reported on the following: -The desired candidate for the volleyball position declined the offer. -Margarita Bracamonte resigned from the Student Life assignment and Maureen O'Connell will be assigned through the end of the academic year. -He reported on a meeting to discuss the application for a Perkins grant regarding ESL courses.
22. Survey incentives	Fontes	Mary stated that her and a few members from the Retention Committee met with Dan Klug and Michelle Benitt regarding a short-term and long-term plan for the possibility of the Foundation being able to offer incentives (prizes) to students for survey participation. The group will meet again to pursue the long-term ideas shared and discussed.
23. Adjourned at 12:35 pm		
24. Next Meeting 		Wednesday, March 25, 2009; EGF Campus, Room 106 – 9 a.m.

25. Parking Lot Items 		**<u>Carry Over Items from this meeting:</u>** EGF Portable Classroom Purchase EGF Soccer Field Construction **<u>Carry Over Items from previous meetings:</u>**: Swenson House utilization Recommendation on use of latex balloons Issuing vehicle keys ~~College Publications – recommendation to Cabinet –~~ **DONE!** Mahnomen – Nursing and other programming Grant Administration/Record Keeping Vehicle Use Policy/Procedure Review; Field Trip Policy review Use of Student Complaint Log Training Develop policy on purchase & distribution of promotional items