



Northland Community & Technical College

President's Cabinet Meeting

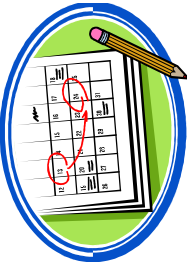
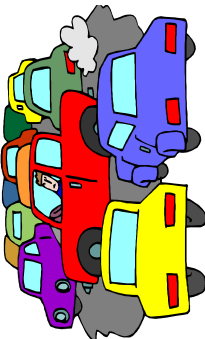
Wednesday, March 25, 2009
TRF Room 545 & EGF, Room 106
9 a.m.

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, Hank Roehrich.
Absent: Ron Dvergsten
Guests: Kirsten Michalke, Gerry Schulte, Rocky Ammerman

Topic	Responsible Party	Discussion/Outcome
1. DEED/PIC Presentation		Rodger Coauette & Stephen Larson were scheduled to present to the Cabinet & guests, but were unable to due to bad weather. Will be rescheduled for a later date.
2. Soccer Field	Gooden	No action taken on this topic.
3. OLA Report on Occupational Programs	Temte	President Temte briefed the Cabinet on the items cited in the report from the Office of the Legislative Auditor. She reported that concerns were raised about the need for the college to provide information to prospective and entering students on job availability and employer statistics in their chosen occupational field. Another concern was regarding the need and effectiveness of program advisory committees. She briefed the Cabinet on a recent meeting with employers regarding a future commercial vehicle driver education program. She related to a "talking points" memo from the OOC that Cindy had forwarded to members regarding the release of the OLA report. Jim inquired about continuing to pursue a new mechanical design program, even though job placement data does not warrant the program. She and Kent both agreed that COI should continue to develop curriculum for this program, as it could start as a COI offering if there is enough local interest.
4. MnSCU Talks to Business Report	Temte	President Temte asked the Cabinet to review the report distributed with the agenda. This report is a summary of all the business/CEO visits that were conducted across the state by MnSCU Presidents and staff.
5. Chamber After Hours	Klug	Dan reported that March 11, 2010 has been set for a Chamber Business After Hours event at the EGF Campus (during spring break). This will be an opportunity to showcase the new facilities. The Foundation will sponsor the event and he asked that the college share some expenses for food; providing alcoholic beverages and musical entertainment was also discussed. More discussion will be held closer to the date.

6. Flood Related Issues	Hanson, Temte	Kent stated that if the Kennedy Bridge closes (the last of the three), classes would have to be canceled and the campus closed for a period of time. President Temte noted that Good Samaritan (assisted living facility in EGF) had contacted her about the feasibility of relocating to TRF in the event an evacuation was necessary. She suggested that perhaps the Swenson House could serve as a temporary site for a small group of residents. It was noted that contracts or joint power agreements are required for any arrangements made to use college facilities for flood related purposes.
7. Safety Inspection Report	Lindseth	Becky reported that only a small number of employees have not completed the required safety training. Supervisors recently received notice of those names. It was suggested that supervisors be given access to the Convenience Learning site too, so they could check to see which employees have not completed the security training.
8. Open Meeting Requirements	Temte	Becky reported that all corrections have been made in regard to the OSHA visit in December. Thanks to all who worked on getting those corrected in a timely fashion!
9. Noel Levitz Customer Service Survey Results	Temte	President Temte briefly reviewed information received from Travis Ryder regarding requirements of the college to publicize meetings to the public whenever the Radio Station is on the agenda. More clarification is needed on this issue.
10. Revised Student Code of Conduct Policy	Fontes	President Temte asked members to review this report and be prepared to discuss at a future meeting. (placed in Parking Lot)
11. Hours of Operation	Temte	Mary reviewed the changes being made to the policy, based on MnSCU's revisions. Discussion was held on a student's use of profanity. Employees may <u>ask</u> a student to refrain from using offensive language, but they cannot require it.
12. Finance Committee Budget Recommendations	Lindseth Paesler	President Temte is preparing a memo to all support staff regarding the new hours of operation (8 a.m. – 5 p.m.). This topic has been discussed with both staff councils; An effective date will be established; AFSCME members must have a 2-week notice for a change in shift.
13. Budget Info	Paesler Temte	Becky and Dennis reported that the committee had met ten times to review all the ideas submitted in the idea forum, as well as other ideas. The committee made recommendations in budget reductions totaling \$201,000, and recommendations for revenue totaling \$44,355. The committee made no recommendations to reduce specific personnel or programs, but recommended that cuts in personnel be made proportionately by bargaining units. All of these recommendations will be reviewed in depth on March 27.
14. Adjourned at 12 Noon		The stimulus money may be fenced – purposes are unknown at this time; Access and Opportunity funding is still unknown; if we know we're inefficient in some areas, we need to make operational changes. President Temte stated that we will be preparing a budget book to include various issues surrounding the decisions being made on the budget. Discussions need to occur on how the federal stimulus funding will be utilized. President Temte stated that bills regarding retirement incentives are being proposed to the Legislature this session. A current retirement incentive is one where the employer, under certain guidelines, contributes up to \$17,000 to the retiree (sunsets on July 15, 2009).

15. Next Meeting		Friday, March 27, 2009; Budget Work Day – 9 a.m. – 4 p.m. EGF Campus, Room 106
16. Parking Lot Items		<u>Carry Over Items from this meeting:</u> EGF Soccer Field Construction Noel Levitz Customer Service Survey Results <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! Mahnommen – 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