



Northland Community & Technical College President's Cabinet Meeting

Wednesday, April 8, 2009
1-4 pm

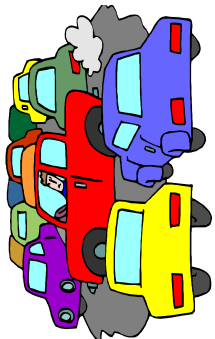
TRF Campus, Room 545; EGF Room 306A

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. Strategic Planning Facilitator Training	DeAnna Murphy	DeAnna led the Cabinet through a 3-hour facilitator training session to work with respective areas in the next steps of the planning process. Each dept. needs to identify which lead measure(s) they will work on. A tentative deadline of June 1 st (for each dept. to complete their meetings) was discussed, and the Cabinet will determine a definite date at the next meeting. Norma K. offered to assist any supervisors who may need assistance in facilitating their groups. Cindy will place planning documents either in Virtual Office or in a shared folder on the N drive. Facilitators should create a parking lot for questions within their group, for DeAnna and Norma S. to address when they meet with each group.
Changes to April 10 In-Service Plans	Temte Hanson	As a result of meetings with faculty on both campuses this week, it was determined that the April 10 strategic planning sessions with faculty would be rescheduled for the August in-service. President Temte stated that we will not schedule an in-service day on Good Friday in the future. On April 10, each campus will hold brainstorming sessions with faculty on how to best utilize the stimulus funding. The remainder of the day is open for faculty to complete required training and/or work on assessment topics.

2. Reductions at Office of the Chancellor	Temte	President Temte stated that the OOC is proposing to reduce its budgets by 15% across the board. She will share a document from the OOC and asked members to provide feedback to her on how or if the proposed reductions would affect their operations.
3. Out of state travel requests	Temte	President Temte stated that out of state travel must be submitted to her for pre-approval before the travel occurs (and before plans are made), and she reminded all supervisors to first determine whether the travel is essential before signing off on the leave and travel forms. Sources of funding must also be identified.
4. Luoma Leadership Academy-Action Learning Projects	Temte	President Temte shared a memo from the OOC requesting action learning team projects to be used in the Luoma Leadership Academy this summer. If anyone has a project in mind, please forward it to Anne.
5. Strategic Value Assessment (SAS Institute)	Temte	President Temte shared a memo from the OOC regarding SAS interviews to be conducted at the OOC and also via Webex on May 6, 7, 8 for various constituent groups regarding reporting, analytics, access to data, and financial management.
6. Policy Review	Castle, Fontes	Facilities Access Policy and Procedure – reviewed draft and made minor changes. Clinton will develop a list of current master key holders, for review and approval by the Cabinet. Discussion was also held regarding access to the TRF Campus Fitness Center by employees outside of posted hours. Tuition and Fees Policy: Mary reviewed the proposed changes regarding senior citizen fees. The Participation for Non-Credit procedure also needs to change to reflect the same language. Data Privacy Policy: Mary briefed the Cabinet on the proposed changes being made, per MnSCU policy changes. These policies/procedures will now move through the Shared Gov. review process.
7. Facility use for benefit events for individuals	Temte	President Temte and Steve Crittenden reviewed a request from an organization to use college facilities for a benefit. They reported that the college is not co-sponsoring the event, but has decided to rent out the gym to the sponsoring organization for this purpose.
8. Foundation access to information	Klug/Fontes	This issue was addressed in new language included in the Data Privacy Policy.
9. Meeting adjourned at 4:10 p.m.		
10. Next meeting		Budget Meeting – Monday, April 13, 2009- TRF Room 217 – 9 a.m. – 4 p.m.

11. Parking Lot Items		
		<u>Carry Over Items from this meeting:</u> <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 EGF Soccer Field Construction Noel Levitz Customer Service Survey Results