



Northland Community & Technical College President's Cabinet Meeting

April 29, 2009

EGF Campus, Room 106

MINUTES

Attendance:

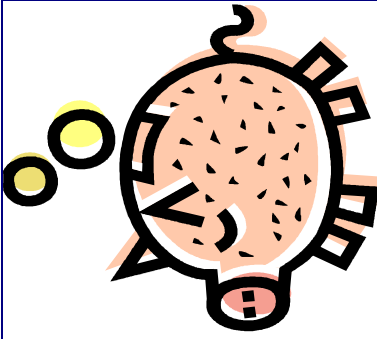
Anne Temte, Cindy Cedergren, Becky Lindseth, Clinton Castle, Jim Retka, Dennis Paesler, Steve Crittenden, Stacey Hron.

Norma Konschak, Mary Fontes, Hank Roehrich, Kent Hanson, Bob Gooden, Dan Klug

Absent: Ron Dvergsten

Guests: Jerry Schulte & Michelle Benitt (via polycom)

Topic	Responsible Party	Discussion/Outcome
1. Work Study Pay Increase 	Schulte	Jerry provided a workstudy analysis for FY09, which indicated there was \$148,289 remaining in the federal & state work study funds. He expressed concern that we will not be able to spend that much in the remaining months of the fiscal year. Discussion was held and a decision was made to raise the hourly rate of pay by \$1.00, raising it to \$9.50/hour, to be effective May 18, 2009. A decision was also made to develop a \$.50/hour pay increase for the student after Jan. 1 of each year, based on specific performance criteria related to satisfactory work performance and attendance, and written approval from the supervisor. The Cabinet also decided that supervisors could increase the hours a student can work per week to 15 hours, versus 10, which has been previously recommended, as long as there is work to do. It was suggested that work study supervisors could use some additional training at the next in-service.
2. Foundation Recruitment Scholarships	Benitt, Klug	Dan wanted to clarify some misconceptions or confusion about how the recruitment scholarships initiated by John Leopold have been awarded by the Foundation. Michelle explained the history and purpose of the scholarship, which was initiated for the TRF Campus, and now is receiving contributions college-wide. The initial intent was to allow admissions reps to be able to select students who inquire about enrolling (after the timeline to apply for scholarships has passed) to receive a scholarship if the student was trying to decide between NCTC and another college to attend (an incentive to enroll here). A requirement of a minimum 2.5 GPA was determined by the initial donor. Scholarships have been awarded in \$500 awards; Fall '07 – awarded 3 at TRF; Spring '08 – awarded one in TRF; Fall '08 – awarded 3 on each campus; Spring '09 – none

		awarded, due to lack of funds in that scholarship account; Fall '09 – 7 scholarships will be available to award. The initial agreement for the account was 3-years. A lengthy discussion was held on other recruitment scholarships awarded by the Foundation (Swenson Scholarships) and how and when they are awarded, and the need for more recruitment scholarships to boost enrollment. A task group was formed to discuss this topic further. Those identified for the task group were: Michelle Benitt, Dan Klug, Mary Fontes, Steve Crittenden, Hank Roehrich, Gene Klinke, Admissions Reps, Jerry Schulte. They were asked to meet and report back in two weeks on their progress. Dan Klug will follow-up with John Leopold to clarify any questions or concerns he has about the recruitment scholarship fund he initiated. Further discussion was held regarding the dislocated worker scholarship program. No funds have been awarded to date, but there are about nine individuals currently in the application process through the Workforce Center and financial aid dept.
3. Faculty & Student Textbook Donations	Benitt, Klug	Michelle and Dan explained a fund raising project that another college has implemented, through which employees and students may donate unwanted textbooks to the Foundation. The Foundation would then first attempt to sell them on-line (at no cost), or sell to an individual book buyer if the on-line method doesn't accept them; or donate the books to another organization which provides books to foreign countries. The Cabinet was in favor of the Foundation initiating this project as soon as time permits.
4. Access & Opportunity Funds	Temte	President Temte reported that continued funding of Access and Opportunity funds may be in jeopardy or may be substantially reduced, per OOC officials.
5. Marketing	Temte	A draft Task Group Outline for the Marketing and Enrollment Management Executive Planning Team was reviewed and edited. The end of July was set as a deadline to have a completed plan. It was suggested that community and student focus groups be formed to gather opinions. Stimulus funds will be requested to help fund the development and implementation of the plan. Anne noted there may be Workforce Investment Act (WIA) funds available to tweak curriculum, to develop short certificate programs to meet the needs of the dislocated worker population.
6. Soccer Field Construction	Gooden, Hanson	Kent recommended that EGF bookstore funds be used to cover the cost of construction (\$35,000), and to seek funds from the EGF and/or TRF Student Senates to reimburse a portion of the cost. After discussion, the Cabinet approved this recommendation.
7. Tuition Relief	Temte	President Temte reviewed a memo from the OOC regarding the stimulus funds for tuition relief. She reported that NCTC will not lose stimulus funds if we choose not to use the funds to buy down tuition. Discussion was held on the fact that the tuition relief is currently earmarked only for Minnesota residents, and would not affect non-resident students, which makes up about 60% of students at the EGF Campus. Dennis Paesler

8. Final Review of May 1 st budget document	Temte	noted that in 2010-11 we will be required to set tuition rates for a 2-year period. Final changes are still being made, primarily in the personnel areas. Becky stated that voluntary reduction letters were distributed to affected employees, and will result in a savings of \$8,100 in FY09, and \$15,700 in FY10.
9. Pouring Rights/Exclusive Beverage Contract	Paesler	Dennis reported that due to the EGF Campus being taken out of the RFP, we have rejected all proposals submitted, and will develop a new RFP. He didn't anticipate having this completed until late 2009. Steve and Kent wanted to move forward in getting this accomplished sooner.
10. Unattended Vehicles on College Property	Paesler	Dennis reported that the parking policy states that the college may have unattended vehicles towed after 10 days in a college lot. The owner(s) of abandoned vehicles will be notified, and given a specific amount of time to remove the vehicle from the premises or a towing company will be called and the owner will be billed the towing expenses, by the towing company.
11. Adjourned at 11:50 a.m.		
12. Next Meeting		Regular Meeting: Wed, May 13, 2009; EGF Campus , Room 106; 9 a.m. – 12 Noon
13. Parking Lot Items:		<u>Carry Over Items from previous meetings::</u> Noel Levitz Customer Service Survey Results Swenson House utilization Recommendation on use of latex balloons Issuing vehicle keys College Publications—recommendation to Cabinet— DONE! Mahnomon – 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

