



Northland Community & Technical College President's Cabinet Meeting

May 13, 2009
EGF Campus, Room 106
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, Stacey Hron
Absent: Jim Retka, Ron Dvergsten
Guests:

Topic	Responsible Party	Discussion/Outcome
1. President's Update	Temte	President Temte reviewed the latest news from the Legislature regarding higher ed. and stimulus funding, and various other bills. Discussion was held on the FY10 budget, stimulus funds, and base allocations.
2. Student Life Fees for On-line Students	Crittenden	Steve expressed concerns about decreased student life funds, due to the increase in the number of students taking on-line classes and are not charged the same student life fees. Discussion was held on whether or not ISRS could charge the student life fees by major, rather than by individual courses. Discussions need to be held with the distance ed. consortium regarding tuition and fees for on-line courses. It was noted that May 29 is the deadline to submit an FY10 fee schedule to MnSCU.
3. Bookstore Policy	Paesler, Fontes, Temte	This policy/procedure was reviewed in 2007 and was brought back for further review and adoption. After discussion, Steve and Mary were asked to review this further and bring back any additional changes to Cabinet prior to the June Shared Gov. Council meeting.
4. Out of State Travel	Temte, Hron	President Temte expressed concerns about the FY09 budget and remaining dept. budgets. Stacey asked for guidance on out of state travel requests for FY09. It was noted that staff development funds for MAPE/MMA and AFSCME were still available and should be utilized when appropriate. It was noted that the current out of state travel/special expense form needs to be revised to clarify where funds are being paid from and to clarify signatures required for approval. Discussion was held on developing guiding principles and expectations of employees traveling to conferences and workshops, whether out of state or in-state. It was noted that the Front Line Leadership Conference is scheduled for May 20-21 for AFSCME staff, and staff who plan to attend

		should not be submitting any overtime for travel. Dennis Paesler will prepare a recap of the FY09 budget at the next meeting.
5. Next Steps in Strategic Planning	Temte	President Temte and Kent Hanson reviewed the results of a May 8 th meeting with the strategic planning team, and changes that were made at that meeting. Project teams will be formed to work on lead measures. More info will be provided by DeAnna Murphy in the near future.
6. LPN Program in Mahnomen	Konschak	Norma expressed concern that fall semester enrollment in Mahnomen is currently less than 10 students. There are 40 potential students for a summer CNA class. Kent and Anne supported the decision to continue to run the fall class. It was noted that the program advisory committee should meet this summer to discuss enrollment and future plans.
7. Stimulus Projects	Temte	Project descriptions/rationale from each Cabinet member who was assigned projects are due to Cindy by May 20 th (in electronic Word documents) for compilation and will be reviewed/prioritized at the May 27 th Cabinet meeting.
8. E-Timesheets	Lindseth	Becky reported that she, Anne, and Clinton have agreed to pilot the e-timesheet process for those they supervise, beginning with the July 22 pay period. It is the goal to fully implement the process college-wide in late Sept/early Oct.
9. Work Study Rates; Transcript Fees	Fontes	Mary reported that the work study rate increase will be implemented for the May 27 th pay period. She reported that processes are being developed to charge/accept transcript fees. She anticipated the process will be in place by June 1 st .
10. Adjourned at 11:15 a.m.		
11. Next Meeting		Wed, May 27; EGF Campus, Room 106; 9 a.m.
12. Parking Lot Items		New items: Work Study - Institutional Work Study – filling the need for positions Carry Over Items: Noel Levitz Customer Service Survey Results Swenson House Utilization Recommendation on use of latex balloons Issuing vehicle keys 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

