



Northland Community & Technical College President's Cabinet Meeting


June 10, 2009
TRF Campus, Room 217
9 a.m.


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

Guest: Scott Fletcher

Topic	Responsible Party	Discussion/Outcome
1. Policy Review 	Fontes, Hanson, Lindseth	<p>Bookstore Policy/Procedure – Reviewed, revised & approved; ready for posting on V. Office and SGC review after revisions.</p> <p>Kent briefly reviewed the proposed changes to the following academic policies: Awarding of College Credits; Program Interruption; Credit for Prior Learning - (formatting/heading changes are needed as several policies were combined (Policy #3150, 3410, 3260, 3170, 3400, 3160 were all combined into one new policy (#3150); Participation for Non-Credit Procedure – it was noted that a fact sheet outlining the specific costs for senior citizens should be developed; (but not to be included in this policy or procedure).</p> <p>Employee Use of College Property & Equipment Policy & Procedure – approved with a slight revision. Ready for SGC Review and V. Office after revision is made.</p> <p>Employee Professional Development Policy – tabled until future meeting; it was</p>

		suggested that faculty professional development policy language be incorporated into this policy.
<p>2. Tentative Distribution of Stimulus Funds</p> 	Temte	<p>President Temte reviewed the process which was followed to develop a list of priorities in the plan for stimulus fund distribution (projected to be \$836,230 in FY10). She reviewed the list of projects that are approved for funding in 2010, and those that will have expenditures that extend into 2011, and 2012. These documents and information will be shared with the Shared Governance Council on June 24. The projects on the list were reviewed briefly, and each of the projects were assigned to a specific Cabinet member(s) and they were directed to complete an "Expectations for Stimulus Initiatives" form to be submitted to Cindy Cedergren prior to the June 24th meeting. The worksheet will be emailed to all members. Dennis Paesler noted that an accurate record of how the stimulus funds are being spent is important for reporting to MnSCU.</p> <p>Discussion was held on the probability of obtaining Access and Opportunity funds, and since funding seems quite certain (projected to be \$171,000), a posting will be developed for (2) Success Coordinators immediately.</p>
3. Consultation with Senates on tuition, fees, charges; Background Study Service Charge	Fontes Hanson	Mary suggested we develop an annual plan to formally seek approval from the Cabinet, followed by consultation with Student Senates, regarding a Tuition and Fees Schedule. It would be helpful to set a specific month to have this brought to Cabinet and move it forward. Kent & Dennis will meet to determine a calendar and process for future years. Discussion was held on the addition of a Background Study service charge to the Tuition and Fees Schedule.
4. Membership in "The Collaboration"	Konschak	After brief discussion, it was decided that Norma will renew the institutional membership to this organization for \$2100.
5. Grant Updates	All members	<p>Jim Retka gave status reports of COI grants: Commercial Vehicle Operation – received a MnSCU Perkins grant for \$22,000 for curriculum development; Plans are being made to apply for a Fast Track grant through DEED, for a Pre-Welding certificate, in collaboration with Adult Basic Education; Hank, Steve, Norma, Jim, and Kirsten Fugleseth will meet to discuss additional opportunities in preparatory programs for those needing additional instruction before enrolling in a full-time program. Stimulus funds could be incorporated into these programs for ESOL students.</p> <p>Scott Fletcher gave status reports on grants related to the aviation program: A MnSCU Perkins grant was approved for \$26,800 for developing curriculum for a wind turbine maintenance program. He is working toward establishing an Advanced Technical Education Center of Excellence for Renewable Energy. He reported about grant</p>



opportunities with ARRA and the National Science Foundation. He reported on his efforts to become a member of the Grand Forks Airport Authority, to strengthen ties with the GF aviation community, UND, etc. He suggested a meeting be held with the EGF Mayor, officials from UND, and NCTC administration to help in exposing and marketing the aviation program to those in high-level positions working on designating Grand Forks as the national center for unmanned aerial vehicles (UAV). He reported on a Summit he recently attended in Bismarck, and the potential of the AMT program being included in the plans for UAV maintenance nationwide.

Stacey reported there could be an increase in funds from the Corporation for Public Broadcasting (CPB) for the radio station, and additional funds from the Association of Minnesota Public Educational Radio Stations (AMPERS) may also be available (she estimated \$80-85,000).

Becky reported that a \$10,000 OSHA grant will be submitted.

Hank reported receiving a MnSCU Perkins grant of \$33,700 for the development of a Dietetic Technician Program, which has been discontinued at U of M-Crookston. He reported that Tony Sorum applied for (with assistance from COI), and received an \$18,000 MJSP grant for four ventilator simulators. Discussion was held on other potential grants available through MJSP (perhaps for a mobile simulation lab). Hank also reported on the development of an electrical lineworker program.

Bob reported that he may be pursuing grant opportunities for purchasing a wind generator for the EGF Campus.

Dan inquired about the possibility of using stimulus funds for hiring or contracting with a grant writer, as was proposed in the requests.

6. Green Economy Webinar	Konschak	Norma gave a brief report on her participation in this webinar.
7. Miss Thief River Falls Pageant Scholarship	Temte	President Temte reported that she was in favor of offering a \$500 waiver or scholarship if the pageant winner is interested in enrolling at either NCTC campus. This fits into the stimulus fund category of offering scholarships to attract high-achieving students. The funds would either come from the President's budget, or from the Foundation if the Board approves.

8. 09-10 Committee Structure	Temte	Due to time constraints, President Temte stated that she and Kent would develop a draft proposal for committees, to be discussed at the June 24 th Cabinet and SGC meetings.
9. FY09 Budget Recap	Paesler	At the last Cabinet meeting, Dennis presented an FY09 budget summary, which indicated a (\$1,345,871) projected negative ending balance. At this meeting, he presented information on what had changed in the budget to produce such a deficit. A total of \$1,106,000 in changes were accounted for, which were costs not included in the budget. Actual FY09 expenditures vs. budget may bring the projected ending balance to a positive \$620,426, due to unspent budgets. Dennis further cautioned that uncollectible tuition may swing the final balance into the red. Discussion was held on various portions of the budget. This information will be shared at the June 24 SGC meeting.
10. Changes in Organizational Structure	Temte	President Temte shared a memo informing the Cabinet that Becky Lindseth would be given additional supervisory duties to oversee the entire Administrative Services Division, to include the supervision of Stacey Hron and Dennis Paesler. Discussion was also held on the proposed cut of an AFSCME/Commissioner's Plan position. The decision to make that cut has been placed on hold, due to other changes pending in personnel. A revised draft organizational chart was distributed. There may be additional changes to make in the Academic Affairs Division.
11. Early Separation Incentive	Temte, Lindseth	President Temte briefly reported on the proposed OOC policy regarding the new Early Separation Incentive just passed in the Legislature. This topic will be discussed again at a future meeting.
12. Personnel Update	Lindseth	Becky informed Cabinet members that they must consult with her before proceeding to hire any temporary clerical staff over the summer. She shared a list of employees on seasonal lay-off status, which included their desire to be contacted for temporary work. Temporary assignments must be made on a seniority basis off the seasonal lay-off list.
13. CHRO Conference Call	Lindseth	Becky reported on issues discussed with the OOC-HR and Campus HR Directors this week. Topics included: salary for interim administrators, new administrator training (Scott Fletcher will attend the training in Oct), and the fact that employees with dual assignments (in two different bargaining units) will now be required to pay union dues (or fair share) for both bargaining units. This expense to the employee could be detrimental. This also applies to adjunct faculty who currently hold State of Minnesota positions in other organizations. She reported there will be no Awards for Excellence funds available to faculty in FY10 and FY11.
14. Meeting Adjourned at 12:05 p.m.		

<p>15. Parking Lot Items</p> 		<p><u>New items from this meeting:</u> 09-10 Committee Structure Early Separation Incentive Tuition and Fees development calendar & approval/consultation process Employee Professional Development Policy & Procedure Stimulus Fund Projects Additional Organizational Chart updates 09-10 Cabinet Meeting Schedule OLA Study of the Office of the Chancellor</p> <p><u>Carry Over Items from previous meetings:</u> Work Study - Institutional Work Study – filling the need for positions 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</p>
<p>16. Next Meeting</p>		<p>Wed, June 24, 2009; EGF Campus , Room 106; 9 a.m.</p>