



Northland Community & Technical College President's Cabinet Meeting

June 24, 2009
EGF Campus, Room 106
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, Scott Fletcher.

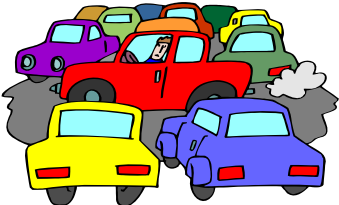
Absent: Ron Dvergsten

Guests:

Topic	Responsible Party	Discussion/Outcome
1. President's Update	Temte	<p>President Temte provided a review of meetings at the Office of the Chancellor and a regional economic development forum she attended recently. She reported on a federal grant opportunity for programs with regional partners (RIG –Regional Innovation Grant), in which Dan McElroy's office could assist us in writing. Ideas such as aviation, commercial vehicle operator, and alternative energy programs were mentioned.</p> <p>She also reported that faculty makes up 61% of NCTC employees; most colleges are closer to 50-54% faculty.</p>
2. Transcript Fees & Background Study Service Charge Implementation	Hanson	<p>A task group met yesterday and decided to delay the implementation of collecting transcript fees until August 1st, when a clearer procedure can be fully developed. The background study service charges will be collected in the bookstore, effective July 1st. Online students will be instructed to call Susan Harrie and leave a credit card number for the charges.</p>
3. Policy Review	Fontes Lindseth	<p>1052 Student Loan Code of Conduct Policy/Procedure: Mary reported that legislation dictated that colleges have this policy and procedure in place. Members were asked to review the document and submit questions or comments to Mary.</p> <p>4055 Vehicle Use: Becky reviewed the revisions to the policy/procedure. Beginning July 1, employees will be required to submit driver's license verification forms to the HR Dept., with a deadline of Nov. 1st to have this completed.</p>

4. NCTC Geocache	Klug	Dan recommended that the college initiate a geocache site at the TRF campuses & EGF Campus. After an explanation of what that entails, the Cabinet gave Dan the go ahead to proceed with plans to set this up.
5. EGF Campus Open House	Klug	Dan asked about plans to have an open house/dedication of the new and remodeled space at EGF sometime in the fall. Early October was suggested. Dan, Bob, and Cindy will meet initially to discuss ideas. MnSCU, local government officials, legislators, and key industry leaders will be among those personally invited. Kent will provide a budget for the event.
6. Cabinet Retreat	Temte	Since all members were available, it was decided to conduct an all-day Cabinet retreat on Tues, July 21, starting at 9 a.m., in Thief River Falls. A couple of items that were placed on the topic list were: 1) Deeper discussions on stimulus projects; 2) Strategic planning initiatives.
7. Stimulus Projects – Expectations	Temte	President Temte thanked all Cabinet members who submitted the requested expectation forms for each of their assigned projects. Dennis and Becky will work on creating cost centers for each of the projects by July 1 st , and assigning an administrator to oversee the respective cost centers. MnSCU will reimburse the college for stimulus project expenditures.
8. Online Employee Directory	Lindseth	Becky asked for Cabinet feedback on whether we should continue to allow placement of personal information (such as blogs, resumes, full biographies, etc) on the employee online directory. The Cabinet agreed to not allow those types of information to be included on an employee's page. She asked members to review what's currently on the directory about themselves. In the future, only name, title, location of worksite, degrees held, office phone, fax & email will be on the employee's page.
9. August In-Service Topics	Konschak	Norma reviewed a long list of potential topics to be covered at the August Faculty In-Service. It was also determined that a Support Staff In-Service would be held on Thurs, Sept. 17 (in Warren if facilities are available), barring no major college event conflicts.
10. Update on Nextera, Wind Turbine Tech Program	Fletcher	Scott reported on a meeting he attended with Nextera, the largest wind turbine company in the U.S.. He stated there is a potential need for 600 mechanics in North Dakota. Plans are being developed to have a wind turbine technician program up and running by August 2010, with the help of a Perkins grant already received, and a large NSF grant that will be applied for by October.
11. etimesheets	Lindseth	Becky asked that the following supervisors and their employees set aside time on July 28 for training on the etimesheet process: Jim, Clinton, Stacey, Anne, Kent, and Dan. The HR dept. has implemented the process for their dept., and it has worked very well, and is easy to learn. Separate training sessions will be scheduled for supervisors and employees. HR will send out the training schedule soon. Implementation Schedule of etimesheets: Begin with pay period beginning July 22. The remaining supervisors and support staff etimesheets will be implemented for the

		pay period beginning Sept. 16 (This topic could be covered in the Sept. 17 support staff in-service, if not before that)
12. FY09 Budget	Paesler	Dennis presented a budget summary, which indicated a projected surplus of \$372,901 (before non-collectibles). He projected that the ending balance could be reduced to a \$220,000 deficit. Discussion was held on the continuing problem of the high amount of non-collectibles, and the probable reasons for that problem.
13. Institutional Research Position	Crittenden	Steve inquired as to whether the proposed position could include managing the collection of data for the annual graduate follow-up reports. It was stated that this could be considered for inclusion in the job duties.
13.Early Separation Incentive	Lindseth	Becky updated the group on the incentive being developed at the OOC, recently approved in the Legislative Session. The OOC is quickly developing a policy and procedure for colleges to implement this incentive. Eligible candidates must be 55 years of age and have no less than 5 years of continuing service. We need to proceed cautiously before making this available to employees since compensation is at the college's expense, and is not currently included in the FY10 budget.
14. Farewell activities	Crittenden	It was determined that individual depts. could conduct farewell events for those employees recently laid off if desired. Stacey and Steve may work together on planning a joint event for their employees.
15. Info on UND	Klug	Dan shared an article about the collaboration efforts of UND and 2-year colleges in North Dakota and Minnesota; they are presently working with Lake Region State College and Bismarck State College.
16.MET Priorities	Klug	<p>Dan asked for feedback on what programs should be considered top priority in marketing efforts. A lengthy discussion was held and it was determined that the following categories would be considered the priorities: Construction Trades, Transportation Trades, Transfer Education, new programs, at risk programs, and other programs with positive growth potential. Dan stated that a focus will also be placed on building the infrastructure on the web, to drive people to the website. Kent stated that accreditation requirements need to be on a high priority list as well.</p> <p>Dan asked members about the current use of four forms of the college name that are used interchangeably– Northland Community and Technical College, Northland College, Northland, and NCTC. Anne stated that officially changing the college name requires board approval, as well as following a specified process to make the change. There are issues surrounding changing the name to Northland College, due to the proximity of Northland College in Ashland, Wisconsin.</p> <p>Dan expressed his concerns about having 2 (or more) college logos. Both the name and logo issues need much further discussion. The MET group could develop some recommendations for the Cabinet to consider.</p>

17. EGF Construction Update	Gooden	Bob reported that the expected completion is still August 15 th . He reported that the soccer field is done and the new roads are being built. The power will be off on Thurs. eve, June 25. The air conditioning in certain parts of the building will be off for another 2-3 weeks.
18. Mtg. adjourned at 12 pm.		
16. Parking Lot Items 		<p><u>New items from this meeting:</u> College name & use of logos Faculty & Support Staff In-Service Agenda/Schedule</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 Field Trip Policy Review Use of Student Complaint Log Training Develop policy on purchase & distribution of promotional items 09-10 Committee Structure Tuition and Fees development calendar & approval/consultation process Employee Professional Development Policy & Procedure 09-10 Cabinet Meeting Schedule OLA Study of the Office of the Chancellor Audit Report findings</p>
17. Next Meeting Date		Wednesday, July 8, 2009, TRF, Room 545; 9 a.m. – 12 noon