



Northland Community & Technical College President's Cabinet Meeting

July 8, 2009

9:00 am – 12:00 pm, TRF Room 545

MINUTES

Attendees: Anne Temte, Kent Hanson, Jim Retka, Norma Konschak, Hank Roehrich, Dennis Paesler, Bob Gooden, Clinton Castle, Mary Fontes, Dan Klug, Becky Lindseth, Steve Crittenden, Ron Dvergsten, Scott Fletcher, and Julie Fenning (Recorder).

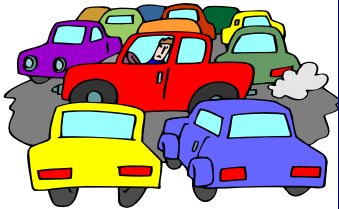
Absent: Stacey Hron, Cindy Cedergren

Guests: None.

Topic	Responsible Party	Discussion/Outcome
1. Work-study Priorities	Mary Fontes	Mary Fontes brought forward the recommended priorities from the Financial Aid department for institutional work-study funds. The recommendations included Security, Library, and the Receptionist positions. Cabinet approved these recommendations and added Facilities to the list of priorities. Work-study positions can be funded by individual departments for specific positions on a case by case basis. Cabinet approved to allow current work-study students to receive an increase to \$10 per hour upon a performance review. Dan Klug will work with Becky Lindseth and Dennis Paesler to ensure policy compliance for Foundation positions.
2. Safety	Becky Lindseth	Dr. Temte stated that this is a new era in safety compliance. Employees need to have the required safety training completed before they are exposed to the hazard. Becky shared the list of 2009 non-completers. Supervisors will communicate to their direct reports to complete this training. Becky shared that with the new office for the Training & Development Coordinator space will be provided for employees to complete the training. Discussion was held regarding ways to improve communication to employees regarding the required training sites. Recommendation was to add a link in D2L to the safety training web site. This will create one location to access all training. Bob Gooden requested more direction regarding the requirements for hazardous waste. Julie Fenning

		will share OSHA regulations and assist in implementing a standardized process. Academic Programs will be responsible for program areas and Bob and Clinton will be responsible for the overall process for hazardous waste. The Thief River Falls campus had been identified as a small quantity generator in the past. After recent tests, next year we will be classified as a very small quantity generator.
3. Textbook Resale	Becky Lindseth	The policy regarding the resale of textbooks by instructors will be reviewed and included in the packet for the faculty in-service in August. Dan Klug shared that the Foundation will be collecting and selling textbooks with the proceeds going to the Foundation for scholarships. Dan will be developing a process on a one-page flyer and including it in the packet at in-service.
4. Vision, Mission Statements	Kent Hanson, Stacey Hron	Kent shared that all college vision and mission statements need to be more easily accessible on the web page for NCA. Becky will work with Stacey to make these changes.
5. Institutional Effectiveness	Kent Hanson	Kent shared the need to establish a process to review all institutional effectiveness documents. (examples include Noel Levitz, surveys, etc) This topic will be added as an agenda item for the retreat. Discussion was held on the Net Promoter Scoring through the strategic planning efforts and Becky agreed that the net promoter score could be a part of the IR Director position's responsibilities.
6. Strategic Plan	Anne Temte	Discussion was held on the current process and status of the strategic planning. Cabinet agreed to revisit the course of the strategic planning direction at the next strategic planning meeting.
7. Leadership Council Meeting Update HR Leadership Committee	Anne Temte	Board Early Separation Incentive Program – Dr. Temte shared details about the new BESI program. Becky Lindseth will be the point of contact for this process and will need to create a process to offer these incentives. Cabinet members will forward ideas to Becky for possible groups to offer these incentives.
8. Two – Year Sector Meeting	Anne Temte	Dr. Temte shared that Northland needs to respond to a survey for NCTC's recent initiatives towards assisting dislocated workers. Kent will work with the Deans to complete this survey when Anne receives it.
Energy Grants		Dr. Temte shared details about Energy Grants through the ARRA. Also, there is an opportunity for the Mahnomen or Red Lake programs through the Pathways out of Poverty grant program. Dr. Temte will make sure Sue Field is aware of the July 14 th Webinar.
Instructional Cost Studies		Dr. Temte shared that MnSCU will be looking at all 6 digits in the CIP code for all the technical programs. This will give a more accurate individual program cost study.

Credentialing Process		<p>Dr. Temte shared that the College President can claim an “outstanding” need that follows the accreditation requirements for unclassified positions. There were also updates on the grade change policy, where if mistakes were made and a faculty member was unwilling to change a grade, the College legally has the right to change grades, as long as it is under college policy and discretion. NCTC policy seems adequate at this time.</p> <p>Survey on Release Credits – Dr. Temte will contact each college and informally request information about release credits and informally share with the Cabinet.</p> <p>Chancellor’s Goals – Dr. Temte will send out to the Cabinet – Emphasis on occupational programs.</p> <p>Dr. Temte also shared that Winona State University is offering Lean Facilitator Training. More discussion will be held on this topic at the Cabinet Retreat.</p>
9. ImageNow Update	Mary Fontes	Mary Fontes shared that the implementation of ImageNow is in progress. Employees have been trained and have begun scanning in transcripts, applications, financial aid documents, and registrations. EGF is complete with all summer session scanning. All current records are being scanned in addition to the historical records back one year.
10. FERPA	Becky Lindseth	Becky shared that with the new FERPA information, employees should not ask for social security numbers as an identifier, and that all forms need to be changed to not include social security numbers, etc. Mary Fontes stated that all necessary changes have been implemented in Student Services.
11. Veterans Preference	Becky Lindseth	New rules for veterans in position vacancies. Becky will research further and work to create a procedure to ensure compliance.
12. Cabinet Retreat	Anne Temte	Monday/Tuesday - Agenda Items - Committee Structure, Strategic Planning, Stimulus Funds, Data Research Reports, Continuous Improvement Initiatives, Strengths-Based for Students, Program Development, NCA Ratio Reports (Kent) Re-Engineering Institution, In-Service (Packet) ACTION ITEM: Anne will send draft agenda this week for input.
13. Distance Education	Anne Temte	Anne will be attending a meeting next week to further discuss future direction of Distance Education.
14. Meeting Adjourned at 12:00 PM		

<p>15. Parking Lot Items</p> 	<p><u>New items from this meeting:</u></p> <p><u>Carry Over Items from previous meetings:</u> Noel Levitz Customer Service Survey Results Recommendation on use of latex balloons Issuing vehicle keys Mahnomon – 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 OLA Study of the Office of the Chancellor Audit Report findings College name & use of logos Faculty & Support Staff In-Service Agendas/Schedules (Aug. & Sept. dates)</p>
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