



Northland Community & Technical College President's Cabinet Meeting

July 20, 2009 – 12 Noon- 5 p.m. and July 21, 2009 – 9 a.m. – 5 p.m.
Swenson House, TRF

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, Ron Dvergsten, Scott Fletcher
Absent:

Guests: Julie Fenning, Jennifer Sundberg for presentation on 7/21

Topic	Responsible Party	Discussion/Outcome
1. Orientation/Outcomes for Retreat	Temte	President Temte stressed that Cabinet members will achieve a high-level understanding of the college and develop a framework within which decisions will be made in the 1 year, 2-3 year, and 5 year perspectives.
2. Rapid Roundtable	Temte	<p>Each Cabinet member was given the opportunity to briefly state the big items they were currently involved in and any particular concerns. The following is a brief summary of items reported:</p> <p>Jim – ARRA Grants due 9/1; Transition to campus; Commercial Vehicle Operator Program status.</p> <p>Stacey – computer recycling plans; back of email system; positions being posted for Web Programmer, and replacement for Sue Dalager.</p> <p>Steve – preparing for arrival of student athletes on Aug. 7; there is a housing crunch again; Access & Opportunity grant – developing an RFP proposal.</p> <p>Ron – Mgmt. Ed. ending the year with more credits than planned; working on statewide curriculum project; 1 FBM faculty resigned in mid-year, credits are being absorbed by current faculty; SBM faculty member on lay-off; Roseau Fair is this week; 26 students are enrolled in the nursing co-hort in Roseau; FBM faculty member at Moorhead was recipient of state award; the EGF FBM office will move to the EGF Campus by the end of</p>

		<p>August. Ron reported on his health status and thanked everyone who helped him throughout the past year.</p> <p>Norma – reported on fall enrollment – 44-45% of the sections are more than ½ full; Faculty In-service – surveyed faculty on desired topics.</p> <p>Dan – reported on EGF Golf Tourney –Aug. 17th; Strategic plan to Foundation Board; CVOP – working on raising industry funding – a minimum of \$40,000 needed for start-up; reported on MET and strategic plan for MET.</p> <p>Hank – EGF campus should be ready for classes; posting vacancies for philosophy and farm operations; medical secretary program on-line; sections are filling; seeing an increased in on-line presence.</p> <p>Kent – expressed concern about compliance with hazardous training for faculty (less than six faculty still need the training); Preparations for in-service; retention rates are lower than expected; changes in the Deans' roles.</p> <p>Clinton – reported on various remodeling projects, office relocations in progress; stimulus projects being developed (MEC, lighting, airport); James Nelson resigned to attend college at UND – will fill vacancy, in addition to intermittent positions.</p> <p>Dennis – met with TRF and EGF Business Office staff to identify roles/tasks to accomplish; Accounts receivable will be centralized; remodeling progress report; working with OOC staff on on-line accounting functions.</p> <p>Mary – reported that applications are up; Nicki Carlson on maternity leave earlier than planned; dividing her workload among others in admissions. Discussion was held on hiring a part-time temporary advisor; financial aid will meet monthly; Image Now progress; Added more student orientation session; transcript fee effective Aug. 1st; incorporating enrollment plans into college strategic plan; behavioral intervention teams; web improvements, on-line student handbook.</p> <p>Bob – Re-signing process for EGF Campus; Construction is scheduled to be completed by Aug. 15; generator/chiller going in this month.</p> <p>Becky – Director of Institutional Research – hope to fill by end of August; grouplink – employee paperwork; New employee orientation is scheduled for Aug. 17; Audi- expense reports, purchase orders, credit cards; Becky, Dennis & Michelle Bakken will each have scheduled office hours at EGF one day per week.</p> <p>Scott – renegotiating lease with City of TRF; update on safety issues; Pilot Maintenance Seminar – Sept. 10 from 6-9 pm; polycom connections needed for airport conference room.</p> <p>Anne – reported submission of 2008-09 Institutional Work Plan report to OOC; first 2009-10 Work Plan due in October.</p>
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3. Challenges & Opportunities	Temte	President Temte asked members to identify significant challenges and opportunities facing the college. Challenges identified by various members were: Lack of unity among faculty; Release credits; Competing for same programs/replication; Where is the data we need?; Unify technology; Messaging – don't sugar-coat the message; Academic development; Concerns about distance education consortium; Maintain standards for on-line classes. Opportunities: Celebrate synergy; Open communication/timely feedback;
4. Budget FY09	Paesler	Dennis shared revenue vs. expenditures summary which indicated a potential deficit of - \$426,577.69 for year-end FY09. This is due, in large part to uncollected tuition. A report on accrued revenue for FY 09 was discussed.
5. Budget FY10	Paesler	Dennis will have the FY10 budget ready for review at the Aug. 12 Cabinet meeting.
6. Stimulus Funding	Temte	Various status reports were given on the projects scheduled to be funded.
7. Modeling for FY11, FY12, FY13	Temte	President Temte shared a list of items that will affect college revenues and expenditures in FY11, 12, and 13. Those discussed were: insurance costs, unallotment in FY11, allocation projections, enrollment projections, tuition increases, compensation projections (contractual settlements), stimulus funding, retirements, resignations, lay-off and involuntary separation settlements. We need to model expenditures for strategic directions – new programs, student services, and infrastructure. We need to model reallocation of resources to incorporate revenue projections and strategic expenditures by– program suspensions, program reductions, early separation incentives, utilization of reserves, reallocation to strategic priorities, two-year funding lag.
8. Work Study Analysis	Fontes	Mary presented a comparison report on the expenditure of work study funds from FY08 to FY09, including expected funding for FY10.
9. Survey Data	Fontes	Mary reviewed results from several surveys conducted over the past year, where this data can be accessed by all employees, and plans for this year's surveys. Kent expressed concerns about complaints contained in the Student Complaint Log, relating to poor customer service in certain areas of the college. A review of accumulated data will occur each year at the Cabinet retreat. Results of data will be used consistently in the assessment of programs and services and the development of new programs and services
10. <u>Day 2:</u> Continuous Improvement Presentation	Fenning, Sundberg	Julie Fenning and Jennifer Sundberg presented information they learned at a continuous improvement conference in Boston in June. Continuous improvement processes will be incorporated throughout the college. A "LEAN Team" will be appointed to assist departments in achieving greater efficiency and effectiveness.

11. Strategic Plan	Temte	President Temte shared a revised goals/strategies outline, and additional changes were made. Discussion was held on various aspects of the goals/strategies. Plans will be made for updates/progress reports to be shared at future Cabinet, Shared Governance Council, and All-Employee meetings throughout the year. A chart of college-wide and campus based committees was shared and discussed. Each committee will be given a charge related to areas within the plan. She talked about having an "initiative" fund set aside to fund various projects assigned to committees. Every committee should have a work plan and supervisors leading the committees will be expected to report on their committee's progress. Sherry Lindquist may be consulted to develop a universal format for each committee to use in charting their progress.
12. Grant Writing	Lindseth	The new Academic Coordinator will have a role in grant writing activities. It was noted that grant reviewers are available through various federal organizations. Bob Gooden stated the Widseth, Smith & Nolting has a grant writer in Brainerd that may be available to assist the college.
13. Administrative Support	Lindseth	Discussion was held on various aspects of training and skills needed by staff. Position descriptions, performance reviews, and professional development plans were discussed. Becky noted that the college does not have to use the current performance evaluation tool, and she will research and report back on better tools available
14. Orientation for New Employees	Lindseth	Discussion was held on making improvements to the orientation process; sharing the philosophy and values of the college; partnering of a new employee with a current employee for 1-2 days to introduce the new employee to others, orient them to various aspects of the college; additional ISRS training is needed for new employees required to learn the system.
15. Lean Team	Lindseth	Discussion was held on the formation of a "Lean Team", a hand-picked team of employees who would work on "pain" points and develop processes to improve efficiencies within various areas of the college. Groups identified that would utilize this team were: 1) Academic/faculty support; 2) Student Services; 3) AASC group/Assessment Committee/Division Chairs; 4) Advisory Committees; 5) Administrative Services.
16. Academic Planning FY10-FY13	Hanson	A chart of potential new programs was shared and each program was briefly described by the respective Deans. These ideas will be further developed during the coming year. Resources will have to be allocated to bring new programs forward. Bob Gooden expressed his concerns about the development of a commercial vehicle operator program and the added responsibilities for facilities staff related to this program.
17. MET Update	Klug	Dan provided an update on the Marketing, Enrollment & Technology team. The team worked with a consultant for two days in June, and is developing a plan. Discussion was

		held on the Director of Marketing position and future plans to fill the position on a permanent basis, versus an interim position.
18. Fall In-Service	Temte	Cabinet members stated that faculty need a clear picture of the state of the college from the President. A meeting is scheduled for July 28 to review and refine the in-service agenda.
19. Swine Flu	Temte	President Temte will send members recent information from MnSCU about the swine flu.
20. Commuter Bus	Temte	President Temte will share information on the opportunity for bus service between campuses at the next meeting.
21. Meeting Adjourned at 4:30 pm		
22. Parking Lot Items		<p><u>New items:</u> Commuter bus info Swine flu update <u>Carry Over Items:</u> Noel Levitz Customer Service Survey Results Recommendation on use of latex balloons Issuing vehicle keys Mahnommen – 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>

