



## Northland Community & Technical College President's Cabinet Meeting

Wed, August 12, 2009  
EGF, Room 106; 9-12:30

### MINUTES

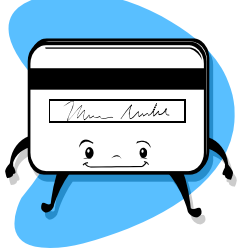

Attendees: Anne Temte, Kent Hanson, Jim Retka, Cindy Cedergren, Norma Konschak, Hank Roehrich, Dennis Paesler, Bob Gooden, Clinton Castle, Mary Fontes, Dan Klug, Becky Lindseth, Steve Crittenden, Stacey Hron.

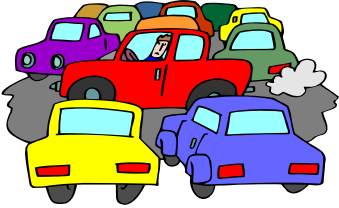
Absent: Scott Fletcher, Ron Dvergsten.

Guest: Julie Fenning

Topic	Responsible Party	Discussion/Outcome
1. Good News!	Temte	President Temte reported enrollment reports indicate we are up by 102 FYE over last year at this time.
2. Demonstrations	Fenning	Julie Fenning gave brief demonstrations and provided information on the use of WebEx and "Go to Meeting" software programs. Pros and cons of each were mentioned. Becky will bring back a recommendation on which program would best serve the needs of employees, and the costs involved.
3. Identify Lean Team	Lindseth	Becky asked for suggestions of employees who may be asked to participate in a Lean Team. Members suggested names of individuals to consider. President Temte requested that "process" training for Cabinet members (and other supervisors) be provided through COI trainers sometime this year.
4. Vacation Leave on Separation	Lindseth	Becky shared a memo from the MMB regarding changes in state policy regarding vacation pay-off rules for separating employees. Since the college incurs insurance costs for an employee who is separating and chooses to use their vacation leave prior to separating, the college may establish a policy that limits the number of days an employee may use prior to their ending date. Discussion was held. Becky will develop a draft policy that would set a limit of taking ten vacation days prior to the separation date. (During a later CHRO Conference Call, a group of CHRO representatives will work

		together to draft a MnSCU procedure.)
5. Program Advisory Committee Policy	Hanson	Kent presented a draft revised policy, and a Program Advisory Committee Handbook Summary for review and comment. These documents will be reviewed with occupational/technical faculty during in-service. Jim noted that the Aviation Program Advisory Committee will require substantial travel for attendees. Anne or Kent recommended that they have one on-site meeting and reimburse travel expenses to attendees if needed, and have other meetings via WebEx, conference call or video conference. It was also noted that prospective students must be provided job availability information in all occupational & technical programs.
6. Employee Selection Procedure  Certifying Eligibility of new employees	Lindseth	Becky reviewed the language changes regarding recently separated veterans and its impact on the current procedure. Based on this language change, it was recommended that the number of people who may be interviewed be increased from “no more than five”, to “no more than ten”.  Becky informed the Cabinet that specific departments who hire new employees will need to be trained to submit information into a system to certify the employees’ eligibility. Those recommended were: Kirsten Michalke, Renee Kringle, Lori Johnson, and the appropriate HR staff.
7. NIMS Training	Crittenden	Steve, Dan & Hank reported the NIMS Training was very good, and asked about the college’s current Crisis Management Plan. It was recommended that the Cabinet annually review the plan as a group as a refresher. It was noted that perhaps MnSCU could come in for a round table discussion about the plan. It was also noted that the EGF public address system is not currently functioning.
8. Tobacco Policy – electronic cigarettes	Crittenden	Steve reported that the current college policy on tobacco use does not prohibit the use of electronic cigarettes, and he has received reports of students using such devices on campus. The devices are generally used with smoking cessation programs and emit some vapors. All employees are responsible to enforce the smoking policies on campus by asking violators to refrain from smoking in non-smoking areas.
9. Developmental Education Self-Evaluation Guide	Konschak	Norma shared information on a self-evaluation guide she plans to purchase to assist in improving the developmental education programs college-wide.
10. Behavioral Intervention Team (BIT)	Fontes	Mary shared the goal, mission, purpose, membership and meeting information of this team that “is committed to creating a safe and secure learning environment for students and employees”. She explained that recordkeeping of concerns will be accomplished by a process to be developed through GroupLink, with limited access in order to maintain

		confidentiality as needed.
11. Credit Card Use 	Temte	<p>President Temte reported that 133 employees are listed as having college credit cards. (This list needs to be reviewed and updated, as separated employees are still listed). President Temte expressed concerns that maybe too many employees have credit cards, and that, according to the audit report, we must tighten up our procedures for transaction logs, receipts, errors, etc. An updated list will be sent to Cabinet members to review their employees' rights and dollar limitations; it was suggested that maybe one card be issued per program, versus each faculty member having a card. It was also suggested that supervisors look at the frequency of use of cards held by employees to determine actual need to have a card.</p>
12. Marketing Director Position	Temte	<p>President Temte reported that we will post for a permanent position with the goal of hiring by Jan. 1<sup>st</sup>. IT Enterprise funds will be used to fund 50% of a web developer position for FY10, originally included in the stimulus fund budget, freeing up funds to fund a marketing director position for half a year. Decisions regarding the position description and the level of authority need to be determined. Becky is gathering info on various structures/classifications within MnSCU. It was suggested we get feedback from community and business representatives. Dan Klug recommended this position oversee all college communications.</p>
13. FY10 Budget 	Lindseth, Temte, Paesler	<p>As of today, the FY10 budget has a \$103,333 deficit balance. A smaller amount of reductions were produced by the academic matrix than was expected. The revised budget is based on 2,788 gross FYE's; net (paying) FYE 2,678. It was recommended that the Cabinet examine reserves and how those funds are being used at a future meeting. A revised Stimulus Fund Distribution was presented and changes in the previously approved projects were discussed. Becky reported on changes to the plans for baseball dugouts, drainage issues, and reductions in the facilities equipment budget. Other changes in the stimulus fund plan included reduced expenditures for the Academic Coordinator and Director of Institutional Research positions since positions won't be filled until approximately October 1.</p> <p>President Temte reiterated that it is important to track and stay on track with the budgets set forth for each area of the college. We need to be exquisitely precise in planning and understanding the budget and monitor it closely throughout the year. She reported that, as of now, it appears we will need to cut a minimum of \$400,000 for FY11.</p> <p>Dennis Paesler distributed MnSCU Form 16A to members, and explained the purpose of</p>

		the form. An employee must submit this form to their supervisor when expenses are incurred without prior approval to encumber the funds. (such as no purchase order, no special expense form, etc.). The frequency of this policy violation will have specified consequences to the employee.
14. Mtg. adjourned at 12:35 p.m.		
15. Parking Lot Items  		<b><u>Carry Over Items:</u></b> 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 Support Staff In-Service Agenda Review of Budget Reserves Commuter bus info Swine flu update WebEx or Go To Meeting recommendations Policy on Vacation Leave on Separation Refresher on Crisis Management Plan Process training for supervisors BIT Grouplink process Credit Card Use Review/Revisions Stimulus Fund Progress Reports