



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

August 26, 2009  
TRF Campus, Room 217, 9 a.m.

### MINUTES

Attendees: Anne Temte, Kent Hanson, 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: Jim Retka

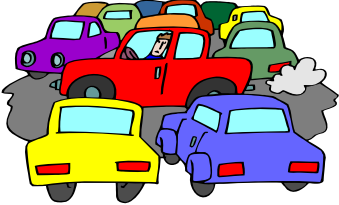
Guests:

Topic	Responsible Party	Discussion/Outcome
1. Credit Card List Review	Temte Paesler	A brief discussion was held regarding the list of employees who hold credit cards and their purchase limits. A suggestion was made that faculty support personnel maybe should be issued credit cards to make purchases for faculty that use their cards infrequently. Another topic was the need for a process to discontinue cards for separated employees, ensuring that cards are turned in and accounts are closed. Dennis Paesler will obtain data on each employee's card use and will bring back info at a future meeting.
2. Debriefing on Faculty In-Service	Temte, other members	Reactions to in-service topics/schedule were positive from faculty; all sessions went smoothly; Norma stated that the Division meetings would have been more productive if the topics had been more structured. It was noted that three adjunct faculty have not completed the required Hazardous Materials training (but they do not have teaching assignments this semester). Kent noted that the January faculty in-service will need to focus on NCA and assessment topics. Hank will be in charge of developing the agenda/schedule.
3. Lean Training for Cabinet & other MMA supervisors	Temte	The list of topics that will be covered in a 4-hour session for Cabinet and Supervisors will include: Continuous Improvement, Workplace Organization, and Quality Tools. This training will be scheduled either as an extension to a Cabinet meeting, or in place of a regular meeting sometime in Nov. Cindy will work on scheduling a date. Julie Fenning

		will be the facilitator. It was noted that Becky will report on the Institutional Research process developed to date at a future Cabinet meeting.
4. Student Club Member Apparel	Crittenden	Steve requested permission from the Cabinet for student clubs to purchase a piece of NCTC clothing (hat or T-shirt recommended) for each of their club members (maximum of \$30 value), to be paid with club funds. Cabinet members agreed to this recommendation.
5. CAP Server	Hron	Stacey informed the Cabinet that the college will be assessed additional charges from MSCTC for technical support for running any new reports not currently in the ISRS system, at a rate of \$100 per hour. Those who request new reports must submit their requests to Stacey to be able to track and verify the charges we will incur. The Cabinet agreed to pay the charges for the 09-10 year only, and will re-examine the need for this assistance after the Institutional Research position is filled and becomes familiar with the system.
6. Appointments to Lean Team	Lindseth	Becky reported the following will be invited to participate on the Lean Team: Julie Fenning, Jo Schill, Gerry Hanson, Eric Holum, Lisa Bottem, Connie Troska, Jennifer Sundberg; the Academic Coordinator and the IR Director will be added upon hiring. Julie Fenning will attend a Lean Facilitator Training in Winona in September. Other members may attend this training in November. A flow chart will be developed to establish a process for employees to identify and submit projects for the Team, as well as the process the Team will use to accept and work on such projects. It was recommended that Lean Team appointments be no less than two years, due to the amount of training that each member needs to undergo to be effective. A brief discussion was held on using the Baldrige model to measure quality in academics.
7. Student Course Evaluations	Konschak	Norma asked for Cabinet feedback on the suggestion of giving students the option of evaluating all their classes, versus only those chosen at random. The Cabinet supported the idea, and will be brought to Shared Governance Council for discussion with faculty.
8. Supervision of Roseau Site	Dvergsten	Due to the nature of her work, the supervision of Nicole Hagen has been changed to Rocky Ammerman. She will work with Norma Konschak on scheduling classes for the site; Ron Dvergsten will continue to manage the facility. It was reported there are 27 nursing students enrolled at the Roseau site.
9. Enrollment Report	Fontes	Mary reported the following enrollment update: Enrollment up 391 headcount over last year; up 114FYE over last year. Registration cancelations for non-payment totaled 126, but 79 of those were able to pay and re-enroll (leaving 47 officially dropped). Only about one-half of the FBM registrations are in so far. Julie Olson will be asked to issue a press release on enrollments.
10. +1 Posters on	Temte	President Temte asked for feedback on the idea of displaying +1° posters in all areas of

Campuses		the campuses, and gave some estimated costs to do that. This topic was referred to Hank Roehrich (lead person), and Dan Klug, to discuss further and to utilize internal campaign funds set aside by the MET for this type of publicity. Other ideas were discussed- such as having places on campus to post individual's contributions to the three strategic plan goals; a puzzle piece graphic was suggested. If posters are displayed, it was suggested they be changed/rotated periodically. It was asked if the Mission and Vision Statement could also be incorporated. Need to revisit.
11. NACEP Accreditation	Roehrich	The National Alliance of Concurrent Enrollment Partnerships relates to the College in the High School program. High Schools must be partnered with a college that holds this accreditation. The college must have five years of involvement in College in the High School in order to qualify for the accreditation. Hank reported there is a potential increase in the number of high schools for the college to work with. Hank will check into the costs and process of applying for accreditation and will report at a future meeting.
12. E-timesheet Submission & Approval	Lindseth	Becky reported that the college will begin college-wide implementation of e-timesheet processing in October. She reminded supervisors who are currently using e-timesheets to make sure they approve their employees' timesheets on time. She suggested that reminders be set on their groupwise calendars.
13. Support Staff In-Service	Lindseth	An agenda for the Sept. 17 in-service was reviewed and slight changes made. Departments are expected to close their offices, post signs in advance, and supervisors must give notice to employees expected to change their shifts in order to attend the in-service. No overtime should be incurred unless absolutely unavoidable.  Sept. 17 is also Constitution Day. Hank Roehrich and Cynthia Jorstad are working on activities on their respective campuses to commemorate the day, as required.
14. Sept. 11 <sup>th</sup> UAS Meeting	Fletcher	Scott Fletcher reported on the officials who will be participating in a luncheon meeting at the airport campus on Sept. 11 <sup>th</sup> regarding the introduction of an Unmanned Aerial Systems Maintenance Technician program. Participants include several area legislators and representatives from U.S. legislative offices, military, UND, border patrol, economic development, and UAS industry leaders.
15. Graduation Plans	Fletcher	Scott reported that arrangements are being made for Captain Chesley "Sully" Sullenberger to be a keynote speaker at the TRF and EGF graduation ceremonies. The TRF ceremony may be held at the airport campus. Day 2 of a national UAS Summit may be held at the airport campus (on May 14), in which Capt. Sullenberger might also be participating.
16. Altru Hospital Collaboration	Temte/ Klug	President Temte shared a summary of a meeting she and Dan Klug had attended with Altru management on 8/25. There are excellent opportunities for collaboration, including

		the possibility for the college to provide training on Epic software. There will be a follow-up meeting scheduled soon.
17. EGF Open House	Klug	Dates suggested were either Fri., Oct. 9 or Mon, Oct. 12. Due to parking availability and student traffic, Bob Gooden suggested Friday as a better choice. Preliminary plans include a ribbon cutting ceremony at the front entrance; open house/campus tours; invite legislators, contractors, advisory committees; maybe provide music. Costs can be funded through the President's Special Expense budget. The following team was designated to plan the event: Cindy, Dan, Mary, Bob, Hank, and Mary Bydal. Cindy will schedule the first planning meeting.
18. Summit of ND & MN Higher Ed. Institutions & Boards	Temte	President Temte asked for suggestions for topics that should be discussed at a meeting being arranged by Vice Chancellor Linda Baer regarding issues that specifically affect border colleges. Issues that were mentioned included: PSEO students, on-line, concurrent enrollment; state grants can't cross the border; satellite offices; reciprocity rates (Non-resident, Non-reciprocity); partnerships with local/regional colleges limited to MnSCU institutions.
19. Office of Legislative Auditor Survey of OOC	Temte	President Temte asked for opinions to be submitted to her for completion of a satisfaction survey of the services provided by various divisions on the Office of the Chancellor; due to her by 9/2.
20. Photographer on Campuses	Klug	Dan reported that a professional photographer has been scheduled to be on the campuses the week of Sept. 21. The schedule is: EGF – Mon, Tues, & Friday; TRF – Wed-Thurs.
21. Staff Shift Changes for Semester Starts	Fontes	Mary stated the need for changing work shifts for some staff during the first two days of fall and spring semesters – this may pertain to staff in the business office, bookstore, registration, advising, admissions, and financial aid. It is believed that coverage from 7:30 a.m. – 5 p.m. would better serve students needing assistance in those areas.
22. Open Hours on Sundays at TRF Campus	Castle	Clinton stated that plans are in place to have the campus open on Sundays from 1-4 p.m. ( cyber café area, gym, and fitness center only). He stated there will be no regular maintenance on duty on Saturdays unless there is a college event scheduled. Sunday hours (for the cyber café only) will begin on Sept. 13. If staffing is available for the gym & fitness center by that date, they will also be open.
23. Meeting Adjourned at 12 p.m.		

<p>24. Parking Lot Items</p> 		<p><b><u>New items:</u></b>  NACEP Accreditation Process  Lean Training for Cabinet &amp; other Supervisors  IR Process Information  Student Course Evaluation  Internal Campaign/communications  Graduation Ceremonies  EGF Open House info</p> <p><b><u>Carry Over Items:</u></b>  Carried over from 08-09 meetings:  Noel Levitz Customer Service Survey Results  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 &amp; distribution of promotional items</p> <p>New for 09-10:  09-10 Committee Structure  Tuition and Fees development calendar &amp; approval/consultation process  Employee Professional Development Policy &amp; Procedure  OLA Study of the Office of the Chancellor  Audit Report findings  College name &amp; use of logos  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  BIT Grouplink process  Credit Card Use Review/Revisions  Stimulus Fund Progress Reports</p>
25. Next Meeting		Wed, September 9, 2009; EGF Campus, Room 115 ; 9 a.m. – 12 Noon