



Northland Community & Technical College President's Cabinet Meeting

September 9, 2009
EGF Campus, Room 115; 9 a.m.


MINUTES


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

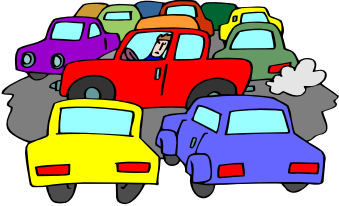
Absent: Ron Dvergsten, Clinton Castle, Bob Gooden

Guests:

Topic	Responsible Party	Discussion/Outcome
1. Identity Theft Prevention Program Administrator	Paesler	Dennis reviewed correspondence from the OOC regarding Red Flag Guidelines, related to an Identity Theft Prevention Program approved by the Board of Trustees on 3/18/09. This program was established in response to Federal Trade Commission regulatory requirements and is applicable to all colleges. Becky will discuss this topic with the Administrative Services Division to determine what needs to be done and will report back at a future meeting on actions taken.
2. NISOD Membership	Temte	It was agreed that membership in this organization was not being utilized and will not be renewed.
3. Back-up Proctor at Airport Campus	Retka	Information was reviewed on the Lasergrade, PAN, and PSI exams being administered at the airport campus, and the need for back-up proctors, per licensing agreements. The testing topic needs further discussion at the next meeting to determine whether we should continue to administer the PAN and PSI exams, if it is not profitable to do so, and our students do not need these exams. Scott, Jim and Lynn will meet to discuss the issues and will present a recommendation.
4. Collaboration with UND	Temte, Hanson	Anne and Kent reported on a recent meeting with UND officials. They stated that UND is very open and willing to partner with us in various areas. They are interested in locating a UND advisor on our campuses. Topics discussed with UND included: UAS, nursing,

		Altru Scholars Program, engineering, simulation and cadaver lab use.
5. Defensive Driving Course	Crittenden	Steve inquired about employees attending a Train the Trainer course for the Defensive Driving training required for employees and students to drive cargo vans or tow trailers. Becky reported that Brian Larson, Shannon Boen, and Julie Fenning will attend the on-line "Train the Trainer" course; the site training has not yet been set. She will report on the next steps at a future meeting.
6. Portable Simulation Lab Initiative	Roehrich	Hank reported that a task group has been meeting in preparation of applying for a competitive federal grant, due Oct. 5. They are working on a plan, partnership opportunities, and getting letters of support.
7. Pandemic Update 	Lindseth	Becky reviewed some of the information sent to all employees and students on 9/2 by Julie Fenning, and the steps being implemented to encourage diligence in preventing the spread of influenza. The seasonal flu shot clinics are scheduled on Oct. 12 (EGF from 7-9 a.m.), and Oct. 13 (TRF from 7-10 a.m.), and are for employees only. It was noted that Altru Hospital requires all faculty and students in the health programs to receive both seasonal flu and H1N1 vaccinations. Becky noted that the OOC has scheduled a webex seminar on Sept. 22, and more information may be shared following that update. She noted that supervisors must be consistent in the treatment of employees in terms of absences due to the H1N1 virus.
8. Sick leave for Veterans	Lindseth	Becky reported on new legislation which governs the awarding of sick leave for employees who are veterans, for on-going treatment of injuries received while serving in the military. She will bring back more information at the next meeting.
9. ISRS Procedure	Lindseth	Revisions to the procedure were reviewed and no changes were suggested. This will go to Shared Gov. Council meeting in October.
10. Personnel Update	Lindseth	Becky reported on new hires and the status of various vacancies: <u>New Hires:</u> ITS2 – Charles Gray – EGF Campus (replacement position) Web Programmer – Paulo Perez – EGF Campus (new – with Stimulus Funds) General Maintenance Worker – Howard Stowe – TRF Campus (replacement) Commercial Vehicle Operations instructor – Paul Gibree - to start in a week; program scheduled to start on 9/23 (9 enrolled, 40 more on a potential list); Dan expressed concerns that the instructor isn't on duty yet, as well as other concerns about the enrollment status. <u>Searches in Progress:</u> Director of Institutional Research – screening completed; Interviews scheduled on 9/21 Academic Coordinator – screening in progress; hope to interview in late Sept.

11. UAS meeting on 9/11  Donation of Jet Engines	Fletcher, Retka	<p>Scott and Jim reported on the expected participation in a meeting to discuss the potential development of an Unmanned Aerial Systems Technician program. Interest in the meeting has been very positive. They will report on the results of the meeting at the next Cabinet meeting.</p> <p>Scott and Dan Klug also noted they are working on accepting a donation of two jet engines for the aviation program, valued at \$635,000; approximate cost to the college for shipping is \$1,500.</p>
12. Enrollment Update	Fontes	Data as of 9/9/09 – enrollment is up 248 in headcount (7% increase over last year on this date); Total headcount is 3,973; Up by 83 FYE's (7% increase)
13. Athletics Update	Crittenden	Steve reported he is expecting to be audited by NJCAA in the near future – they are generally given a 2-day notice to submit information. He reported that coaches are conducting grade checks on athletes (every 3 weeks or so); Kent and Steve are having discussions with Campus Courts management regarding accommodations for low income students. Dan Klug expressed concern about the lack of participation of employees and the general public at athletic events. Could something be done to encourage more attendance? Perhaps provide transportation from EGF?
14. Budget Update	Paesler	<p>Dennis shared FY09 Fund results for the General Fund and COI, providing total expenditures, revenue and surplus/deficit balances. The report indicated an FY09 General Fund Reserve Fund balance of \$2,803,023.</p> <p>President Temte reported on a meeting held with Kent and the academic deans to examine academic efficiencies – in regard to release credits, division chairs, etc. The plan is to reduce costs by approx. \$500,000-600,000 in FY11. We must restore instructional equipment funds in FY11 so that amount needs to be recouped from other budgets. The process and utilization of the Board Early Separation Incentive needs further discussion at a future Cabinet meeting.</p>
15. Credit Card Review	Paesler	Dennis shared a report that listed all employee card holders and the amount spent by each individual. Supervisors were asked to review the list and make any appropriate changes to credit card limits.
16. OLA Audit	Temte	The audit report can be accessed at: www.auditor.leg.state.mn.us Cindy will send the link to the Shared Governance Council for discussion at the 9/10/09 meeting. Becky reported that we need to develop standard operating procedures and put checks and balances in place to improve efficiencies in all financial operations in order to comply with the corrective actions cited in the audit. It was noted that revisions will be made to the Procurement Card Policy/Procedure in order to prohibit purchases that were cited in the

		audit. In relation to the credit card usage, Cindy will use the existing card limits to develop Delegations of Authority for each employee that has a college credit card. She will forward the forms to the appropriate supervisors to obtain signatures from their employees. All employees who have the authority to approve an invoice need to have delegations of authority on file. Cindy will start the delegation form process with the credit card holders. An issue regarding charging sales tax on the credit card was discussed.
17. Donation of Fire Truck	Hanson	Kent reported on the donation of a fire truck from the City of East Grand Forks; a value of \$15,000-20,000. He asked that this donation be acknowledged at the Dedication Ceremony, tentatively scheduled for Oct., 9 at EGF. (A committee will meet tomorrow to finalize the date and time).
18. Continuous Improvement Project Flowchart	Lindseth	Becky shared a draft flowchart for review and feedback on the process of submitting and implementing continuous improvement projects via the Cont. Improvement Committee and the Lean Team.
19. Issues with social networking	Lindseth	Becky brought up concerns about potential security issues surrounding the use of Facebook and other on-line social networking by employees who have access to sensitive college data. This information will be discussed more in depth at a future meeting, and may be included in the staff in-service agenda. Stacey will talk to other college IT depts. to gain some insight on this issue.
20. Meeting Adjourned at 12:15 p.m.		
21. Parking Lot Items 		<p><u>New items:</u> Identity Theft Program Administrator/preventative measures Testing at airport campus/back-up proctors Defensive Driving training Sick Leave for veterans UAS Meeting results OLA Audit – corrective actions/SOP's Social networking/security issues</p> <p><u>Carry Over Items:</u> 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</p>

		<p>Develop policy on purchase & distribution of promotional items</p> <p>New for 09-10:</p> <p>09-10 Committee Structure</p> <p>Tuition and Fees development calendar & approval/consultation process</p> <p>Employee Professional Development Policy & Procedure</p> <p>OLA Study of the Office of the Chancellor</p> <p>College name & use of logos</p> <p>Review of Budget Reserves</p> <p>Commuter bus info</p> <p>WebEx or Go To Meeting recommendations</p> <p>Policy on Vacation Leave on Separation</p> <p>Refresher on Crisis Management Plan</p> <p>BIT Grouplink process</p> <p>Credit Card Use Review/Revisions</p> <p>S NACEP Accreditation Process</p> <p>Lean Training for Cabinet & other Supervisors</p> <p>IR Process Information</p> <p>Student Course Evaluation</p> <p>Internal Campaign/communications</p> <p>Graduation Ceremonies</p> <p>EGF Open House info</p> <p>Stimulus Fund Progress Reports</p>
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