



Northland Community & Technical College President's Cabinet Meeting


September 23, 2009
TRF Campus, Room 735; 9 a.m.


MINUTES

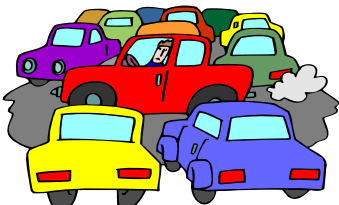
Attendees: Anne Temte, Kent Hanson, Jim Retka, Cindy Cedergren, Norma Konschak, Hank Roehrich, Dennis Paesler, Mary Fontes, Dan Klug, Becky Lindseth, Steve Crittenden, Stacey Hron, Scott Fletcher.

Absent: Ron Dvergsten, Clinton Castle, Bob Gooden (left at 10 am), Dan Klug

Guests:

Topic	Responsible Party	Discussion/Outcome
1. Social Networking Issue 	Temte, Lindseth	A draft memo was reviewed and edited, which will go to all employees regarding the use of social networking sites and the infestation of the Koobface virus within the college. President Temte will also bring up this issue at the All-Employee meetings on Sept. 30 & Oct. 1. Stacey was asked to field questions from employees following the release of the memo, and to assemble and communicate frequently asked questions and answers to all employees. It was noted that the directive also must apply to workstudy students who use employee computers that have access to data. Designated computers will be located in specific areas for employees to use when a social networking site is needed for work assignments.
2. Tobacco Policy	Gooden, Fontes	Discussion centered around the need for signage on the EGF Campus. It was determined that the tobacco policy needed to be revised in order to enforce the signage that will state that smoking is not allowed within 50 feet of the building. Changes to the policy were made at the meeting. It was noted that all employees have the right to ask a student or employee who is violating this policy to refrain from smoking in an unauthorized area.
3. Emergency Contact Info	Cedergren	Cindy asked members to make any revisions to the contact information chart, and she will re-issue multiple laminated copies to all members.
4. Strategic Planning	Temte	President Temte stated she wanted to use a similar plan that was used in Admin. Services. Cindy will obtain a copy, make necessary revisions, and send to all of the Management Leads and chairs/co-chairs identified on the committee chart.
5. Shared Gov. Council Meeting	Temte	President Temte gave an overview of the information administration will present at the 9/24 Shared Gov. Council meeting regarding proposed reductions in faculty

		credits/positions for FY11. She reiterated that the goal is to reach a 17/1 student/faculty ratio. She reported on plans to create a Dean of Nursing position in FY11. Approx. 106 release credits are currently being paid to nursing faculty (3.5 FTE equivalent). She anticipates having to increase tuition for FY11, possibly by \$5 per credit.
6. Commercial Vehicle Operator Program		The program started today (9/23), with 14 enrolled, and 2-3 more pending final registrations.
7. Transcript Fees 	Paesler	Dennis reported that the Office of the Chancellor does not support the idea of having a separate contract for collecting the fees on-line. The OOC has a US Bank site. He stated that the fees can be collected starting Oct. 1, but only via paper form. Dennis will meet with Mary Fontes, Andrea Moses, and Margaret Nelson to discuss the appropriate paper process until such time the fees can be collected on-line.
8. PCIDSS	Paesler	This relates to on-line security standards set by the credit card industry. There is an advisory council being formed within MnSCU to develop MnSCU policies and procedures to ensure security measures are taken on all campuses.
9. Red Flag Guidelines	Paesler	President Temte designated Becky Lindseth as the Identity Theft Program Administrator. This new program will require awareness training for employees.
10. Grade Changes	Lindseth	Becky shared a memo from Vice Chancellor Linda Baer regarding guidance on authority of colleges and universities to change final grades awarded by faculty. It was determined that no changes were required to the current NCTC policy on grade changes.
11. Sabbatical Applications	Lindseth	Becky informed members of the absolute deadline for accepting sabbatical applications for 2010-11: Apps are accepted from October 24 - November 16 (due by the end of the business day). Becky will send a notice to faculty, indicating to whom applications should be submitted.
12. Sick leave for veterans	Lindseth	Becky shared a memo and required forms for granting sick leave for employees who are veterans with service related disabilities.
13. Finance for the Non-Financial Administrator	Lindseth	Becky shared a memo from Linda Skallman regarding an e-learning course, as part of the Administrator Development Program, designed to help administrators who are either new to the MnSCU system or new to their role to understand the financial duties and processes in the system. Administrators may register on line through STARS.
14. FY10 Budget Update	Paesler	Dennis presented a general fund budget scenario for FY10, which indicated the following: Projected total revenue: \$26,154,643; Projected total expenditures \$26,247,688; Projected Deficit (\$93,045). Budget updates will be provided to Cabinet every two months. Members were asked to review the non-personnel budgets that were emailed from Dennis Paesler this week, and report any errors to Dennis.
15. January In-Service	Roehrich	Hank asked members to submit ideas for topics. A couple topics discussed were security measures/social networking; Jim recommended a keynote speaker from the Gallup Organization regarding strength-based campuses; a speaker to address "dealing with change" may be beneficial considering the college climate.
16. EGF Open House	Klug & others	Set for Friday, Oct. 9; dedication at 1 p.m. in the Commons; Choir will perform, guest speakers are being arranged; donation of fire truck will be included in the program; tour guides are being arranged.

17. Mtg. adjourned at 11:40 a.m.		
18. Next Meeting		Wednesday, October 7, 2009; EGF Campus, Room 115; 9 a.m. – 12 Noon Later changed to polycom – EGF Room 301; TRF, Room 545
19. Parking Lot Items		<p><u>New items from this meeting:</u> None</p> <p><u>Carry Over Items:</u></p> <p>Carried over from 08-09 meetings:</p> <ul style="list-style-type: none"> 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 & distribution of promotional items <p>New for 09-10:</p> <ul style="list-style-type: none"> Tuition and Fees development calendar & approval/consultation process Employee Professional Development Policy & Procedure OLA Study of the Office of the Chancellor College name & use of logos Review of Budget Reserves Commuter bus info 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 S NACEP Accreditation Process Lean Training for Cabinet & other Supervisors IR Process Information Student Course Evaluation- referred to AASC Internal Campaign/communications Graduation Ceremonies Stimulus Fund Progress Reports Testing at airport campus/back-up proctors Defensive Driving training OLA Audit – corrective actions/SOP's