



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

October 7, 2009


Via Polycom – TRF, Room 545, EGF, Room 115  
9 a.m.

### 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

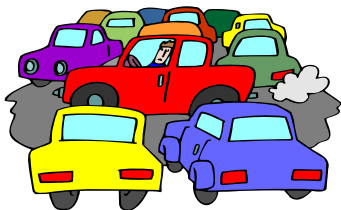
Absent:

Guests: Jerry Schulte

Topic	Responsible Party	Discussion/Outcome
1. President's Update	Temte	President Temte stressed the importance of communicating with each other regarding grants, contracts, faculty notifications, etc., and to extend understanding to those involved in this stressful period of preparing for FY11 budget reductions. She asked that members answer questions of employees when asked and try to control rumors by communicating the correct information.
2. Security Cameras	Crittenden	Steve reported that if information on a security tape needs to be reviewed by a supervisor they must check with Mary Fontes or Steve Crittenden, in case the student in question has requested directory information be blocked -(i.e. videotaping or photos).
3. Switch to Direct Lending in FY11 	Schulte	Jerry reported on changes in financial aid next year, and assumed that direct lending may be the only source for subsidized and unsubsidized loans. He asked the Cabinet for approval to go exclusively to direct lending. Jerry reported that it will require more staff time to process the loans, but he plans to make changes to staff responsibilities which will free up some staff time. He will contact Tom Wheelihan (MSCTC) for possible financial incentives, and will research whether the college can charge a 2% origination fee. (Jerry has since reported that the college cannot charge such a fee. There is no major impact if our default rate increases. The student may qualify for a rebate on the fee that the federal government charges.)
4. Internet Priorities & Redesign; Marketing Position.	Klug	Dan asked that a "moratorium" on non-essential tasks to the Website be imposed for several months to enable the Webmaster and Web Programmer to work together on setting priorities and catching up on current outstanding projects. Discussion was held

Organizational Chart Updates		<p>on this topic, in addition to the implementation of a Web Content Management System, and the history and current plans to hire a permanent Marketing Director. President Temte recommended that the Website staff not be expected to take on more major projects for a period of time. Further discussion, priority setting, and decisions regarding a web content management system will be conducted with Dan, Stacey, Chad, Paulo, Karleen and Scott. It was stated that information required by the Higher Learning Commission must be updated and regularly maintained on the website.</p> <p>President Temte stated that we will soon post and hire a Marketing Director to start Jan. 1<sup>st</sup>. Mark Johnson will return to his faculty position at the end of the spring semester. Dan Klug will supervise the Marketing Director, and expects to spend 10-30% of his time working with the new hire, who will be located at the EGF Campus. Julie Olson will assist Dan by working on special events and projects of the Foundation. The current agreement between the Foundation and college for salary assistance was discussed briefly, and whether the agreement needs to be amended or not.</p>
5. Policy Development Policy & Procedure	Fontes Cedergren	Members were asked to review the proposed changes to the current policy and procedure. Will be brought back to the next meeting.
6. Decision Maker Training	Temte	Decision Maker training for administrators is scheduled on Nov. 24 <sup>th</sup> in St. Paul. It was noted that administrators should retake this training every 3-4 years.
7. Higher Learning Commission Strategic Financial Ratios & Summary	Hanson	Kent reviewed portions of the summary report written by Sherry Lindquist and discussion was held on certain portions. It was recommended that the Finance Committee be asked to review this information to establish a shared mindset on the financial issues facing the college. Discussion was held on what could be done to improve the financial ratios, such as increasing the institutional fund balance. President Temte noted that the Board of Trustees is looking at possibly raising the range in which colleges' reserves are expected to be maintained. She stated that all rural colleges are faced with stress and strain over current allocations.
8. MMB Policy on H1N1 Impact on Employees	Lindseth	Becky asked members to review the information thoroughly to discuss at a future meeting. All Cabinet members were asked to share and discuss the information with their supervisees. She reported that surgical masks have been ordered. H1N1 cases known within NCTC: 1 student, 1 faculty member's child.
9. Admin. Intent to Shared Gov. Council	Temte, Hanson, Lindseth	<p>Becky reported that all faculty within four programs/depts. are being notified of administration's intent to suspend or restructure programs.</p> <p>Two suspended programs:</p> <ul style="list-style-type: none"> <li>- TRF Administrative Support (resulting in (2) FTE reductions);</li> <li>- Cosmetology (resulting in (3) FTE reductions);</li> </ul> <p>Program restructuring:</p> <ul style="list-style-type: none"> <li>- Automotive Service Technology – first year on both campuses, second year at TRF Campus, resulting in a reduction of (1) FTE. (This intent has been withdrawn for FY11)</li> </ul>

		<p>New Media program – (1) FTE reduction if courses are not approved for new program to start in Fall 2010.</p> <p>These intents will be discussed again at the Oct. 8<sup>th</sup> Shared Governance Council meeting. The intent is to reduce faculty staffing by 11 FTE's. President Temte will send information being shared with Shared Governance to Cabinet members, so the same information is being communicated to employees who may inquire. Conversations are being held regarding a plan for BESIs to be offered. The BESI offers are determined by management and are not negotiable with faculty or other bargaining units. Management will set amounts and the number of offers to make. More information about plans to implement the BESI will be available at the next Cabinet meeting.</p> <p>Staffing ratios were discussed. NCTC is currently ranked in the bottom 2-3 colleges in terms of student/staff ratios. (27/1). We are currently (FY09) at a 14.94 student/faculty ratio. Student completion rates are low.</p> <p>It was reported that reinstating a Dean of Nursing position will cost approximately \$85,000 in salary, compared with \$240,000 currently paid in release credits to nursing faculty.</p>
10. Personnel Update	Lindseth	Becky reported that changes in Human Resources staffing will be formally announced next week. The dept. will be restructuring, with temporary reassignments made internally until a vacancy is filled. President Temte asked that Cabinet members provide as much lead time as possible when making requests to the HR Dept. during this transition.
11. Meeting Adjourned at 11:40 a.m.		
12. Parking Lot Items		<p><b><u>New items from this meeting:</u></b>  BESI plans  Policy Development/Series Managers</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:  Tuition and Fees development calendar &amp; approval/consultation process  Employee Professional Development Policy &amp; Procedure  OLA Study of the Office of the Chancellor  College name &amp; use of logos  Review of Budget Reserves</p>



		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 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
13. Next Meeting		Wednesday, Oct. 21, 2009; TRF Campus, Room 735; 9 a.m. – 12 noon

cc\Cabinet 09-10\Cabinet\09\_10\_07