



Northland Community & Technical College President's Cabinet Meeting

October 21, 2009

TRF, Room 735

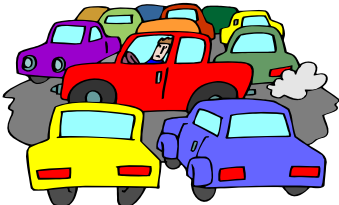
9 a.m.

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: Ron Dvergsten, Dennis Paesler

Topic	Responsible Party	Discussion/Outcome
1. Policy Development Policy and Procedure Revisions	Cedergren	<p>Changes were made to the Series Managers list, and other minor edits were made to the procedure. It was determined that no further review of this policy is required and will be replaced on the policy website.</p> <p><u>Series Managers:</u> 1000 Organization and Administration – President Temte 2000 Students – Dean of Student Services – Fontes 3000 Academics – Vice President of Academics and Student Services – Hanson 4000 Human Resources – Exec. Dir. Of Administrative Services – Lindseth 5000 Administration – President Temte 6000 Facilities – Exec. Dir. Of Administrative Services – Lindseth 7000 Finance – Chief Finance Officer – Paesler 8000 College Relations – Executive Dir. of Foundation – Klug</p>
2. FY11 Budget	Temte, Lindseth	<p>President Temte stated that we had previously anticipated a \$700,000 budget shortfall, but based on recent information, the outlook looks even bleaker. Becky shared a draft document that provided assumptions for state appropriation, tuition, ARRA funds, inflation projections, and timelines regarding FY11 operating budget development, based on information provided by the OOC. She shared a confidential draft FY11 budget planning spreadsheet, which included scenarios for a 7.5% decrease in state allocation (\$1,306,051), and an 11.3% decrease (\$1,731,030). A lengthy discussion was held and decisions were made on the spending plan for stimulus funds. After reviewing the current status of each project, it was determined that \$90,500 would be reduced from</p>

		those budgets to decrease the general fund deficit. Becky will edit the Distribution of Stimulus Funds spreadsheet and forward it to all members. President Temte stated that she, Kent, Becky and the Academic Deans will need to meet before Oct. 30 to identify additional reductions in faculty before the Nov. 1 deadline. Discussions were held regarding the Mahnomen and Roseau sites, Swenson House, and various programs. Norma asked if Mary Jo Bydal could include operational costs on the Sustainability Chart for at-risk programs, such as those that require shops or off-campus sites. (Further analysis of MnSCU information has modified the depth of reduction estimates. Information will be clarified at the Nov. 4 Cabinet meeting.)
3. Analysis of OAS & Customer Service Rep Positions	Temte	<p>Discussion was held on a method that could be utilized to analyze the roles of these positions college-wide. It was noted that some tasks being done by support staff should not continue, ultimately freeing up some of their time to take on new tasks. An analysis would determine tasks that are value-added and non-value added. No decisions were made on this topic.</p> <p>The topic of on-line support was discussed.</p> <p>President Temte urged supervisors to use discretion with employees choosing to wear Halloween costumes next Friday, as it projects an unprofessional environment. She believes that due to the increased workload of employees, they should be spending less time socializing with each other during their work shift.</p>
4. FY10 Presidential Work Plan	Temte	President Temte shared the work plan submitted to the OOC on Oct. 15, and thanked everyone for their input into the plan. The Administrative and Academic Services Work Plans will be submitted to the OOC during the week of Nov. 9 th , to accompany the Presidential Work Plan.
5. Committee Work Plan Template	Temte	President Temte reviewed the template that had been emailed to members and asked if this format would work for reporting their committees' goals and actions as they work on the Strategic Plan elements assigned to their committee(s). No opposition to the template was stated.
6. Request for Information for International/Global Studies	Temte	The OOC is requesting a contact person for this topic. Kent agreed to be the contact person for this request and Scott asked that the information be shared with him.
7. Annual FYE Projections to MnSCU vs. Strategic Plan FYE Projections to 2014	Fontes	Mary reported a disparity between the projections submitted to MnSCU and the projections contained in the Strategic Plan. For MnSCU reporting, we have calculated a 30 FYE/per year increase from FY11 to FY13 (2830 total), FY12 (2860 total), and FY13 (2890 total). These projections do not align with the Strategic Plan goal of 3100 FYE by 2014 unless we increase by 210 FYE from FY13 to FY14. Discussion was held and members didn't believe that our Plan's FYE goals should be changed, and weren't opposed to setting the FYE goals high. However, for budget planning purposes, it is prudent to project enrollment that we are certain we will achieve.
8. Swenson House Update	Castle	Clinton reported on the plans to mothball the house this fall. The last scheduled use is on Oct. 29, and following that date, the temps will be reduced to 45-50 degrees,

		<p>appliances will be unplugged, and network and telephone services will be discontinued. Dishes will be moved to the campus for use for special events on campus. The driveway will be cleared for access to the building, but the parking lot will not be cleared of snow. Dan Klug has been in contact with some of the members of the Swenson family individually, but another meeting (via phone conference) will be pursued with all members together, to include President Temte and Dan. A current market appraisal should be conducted, since the previous one was done in 2002, and several changes to the facility have occurred since that time. On a side note, Becky was asked to gather historical data on the allocations the college has received in FY06-FY11, including tuition increases, etc. to have available when visiting with the Swenson family, to make them aware of the rationale for the budget constraints we have been experiencing since 2006.</p>
9. Contingency Plan for Academics due to extended absences	Konschak	<p>Discussion was held on the need to work with faculty and students who need to make up hours due to extended absences due to illness. Faculty have been encouraged by administration to be flexible in working with these students as much as possible. A small number of confirmed H1N1 cases have been reported to date. Employees (or their supervisors in their absence) are encouraged to report this information to Julie Fenning. Some programs are experiencing higher than average student absenteeism due to illness. This topic may be discussed with Shared Gov. Council next week.</p>
10. Long-Term Emergency MnSCU Policy & Procedure	Temte, Lindseth	<p>Becky will forward the proposed revisions to this MnSCU Policy & Procedure and asked that any feedback be submitted to her prior to the Nov. 20th deadline.</p>
11. Assessment of College Merger	Hanson	<p>Kent asked if we should assemble a group of faculty to discuss and analyze the college merger of 2003, in an effort to further understand the issues and feelings among faculty that are still evident in conversations and comments made to administration. It was suggested that perhaps the bi-monthly faculty meetings arranged by administration could be conducted via polycom to increase and improve communications between the two faculty groups. A lengthy discussion was held on merger issues, as well as programming issues.</p>
12. Meeting Adjourned at 12:15 p.m.		
13. Parking Lot Items 		<p><u>New items from this meeting:</u></p> <ul style="list-style-type: none"> Meeting with Swenson family; w/historical data on allocation/budget Swenson House appraisal Program costs included on Program Sustainability document <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

		<p>Develop policy on purchase & distribution of promotional items</p> <p>New for 09-10:</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>NACEP Accreditation Process</p> <p>Lean Training for Cabinet & other Supervisors</p> <p>IR Process Information</p> <p>Student Course Evaluation- referred to AASC</p> <p>Internal Campaign/communications</p> <p>Graduation Ceremonies</p> <p>Stimulus Fund Progress Reports</p> <p>Testing at airport campus/back-up proctors</p> <p>Defensive Driving training</p> <p>OLA Audit – corrective actions/SOP's</p> <p>BESI Plan</p>
14. Next Meeting		Wednesday, Nov. 4, 2009; EGF Campus, Room 115; 1-4 p.m.

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