



Northland Community & Technical College President's Cabinet Meeting


November 4, 2009
EGF Campus, Room 115; 1:45 p.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, Clinton Castle, Bob Gooden.

Absent: Ron Dvergsten

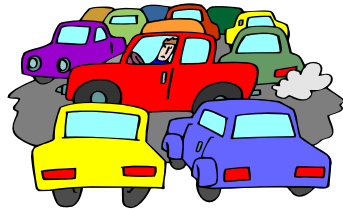
Guest: Rich Johnson (via polycom)


Topic	Responsible Party	Discussion/Outcome
1. Chancellor's Visit 	Temte	President Temte reported on the visit from the Chancellor and Vice Chancellor of Human Resources Lori Lamb today. The original plans for the visit were changed due to the opportunity to take a tour and visit with officials at the Grand Forks Air Force Base. They visited with GFAFB, Border Patrol, Northrup Grumman, and General Atomics officials. It was a very positive visit, and the Chancellor is very supportive of the college moving forward in the development of a UAS Technician program. .
2. NACEP Accreditation for College in the High School	Rich Johnson	Rich reported on information obtained from a recent conference regarding the requirements and process to apply for and acquire accreditation from the National Accreditation for Concurrent Enrollment Programs. It is a long and detailed process that will require collaboration from several areas of the college. It was determined that Rich would meet with the Academic and Student Services Deans and Supervisors on Nov. 17 th to discuss the process and get the project started. Rich asked to schedule a meeting with the high school representatives on Nov. 19, and asked for administrative participation at the meeting. Administration offered their full support to pursue this accreditation.
3. Testing at Airport Campus	Fletcher	Scott reported that \$7,000 has been collected since July 1, and he projected a total revenue of \$10,000 for the 2009-10 fiscal year, with tests being administered two days

		per week. The revenue offsets Lynn McGlynn's salary. Scott is now authorized as a back-up proctor for emergencies only. Scott did not recommend any changes to the current testing practices, but recommended additional tests could be offered in the future.
4. Chain of Command 	Fontes/ Lindseth	Mary relayed a classroom issue that occurred recently which sparked the need to identify a campus chain of command, specifically for instances when all administrators are off-campus. Discussion was held on the responsibilities of faculty and/or division chairs for classroom issues. Discussion was held on whether or not there is a need to identify a "manager on duty" in the absence of administration. Classroom management was added to the Jan. In-Service topic list.
5. Honorary Degree 	Temte	President Temte shared a copy of the MnSCU policy for granting honorary degrees at commencement ceremonies. According to the policy, the college must establish a procedure to grant such a degree. Cindy will poll other colleges for a sample procedure. President Temte has identified an individual who might be recommended for such an honor because of his long-term commitment to the EGF Campus. Cabinet supported the recommendation. A procedure will be drafted and brought back to Cabinet for review. Scott noted that no confirmation has been received on the potential speaker for graduation. Mary reported she has another potential speaker available for EGF commencement if other plans don't materialize.
6. Higher Learning Commission	Hanson	Kent reported the self-study will be submitted at the end of December, and encouraged all members to review the report. He will email the link to the report in D2L to Cabinet members. He reiterated that gathering of required information is high priority. The top priorities are finance, assessment, and planning documentation. He noted that when the budget development forms go out in Feb or March, they must reflect the new strategic goals. We must document how the college ties decision making to the strategic plan. The Mission, Diversity, and General Education statements need to be more prominent on the college website. It was determined that Dan, Kent, Anne, Cindy, and Sherry Lindquist meet to discuss the strategic plan documents needed on the website. Cindy will arrange the meeting.
7. "PUMPED" Peer Mentoring Program	Klug	Dan reported that an adjunct faculty has expressed interest in developing a peer mentoring program for students. After discussion, it was determined that the faculty member should be invited to a future Cabinet meeting to present his ideas. (possibly Dec. 2 at EGF); Dan will also forward a proposal the faculty member has presented to him.
8. E-Verify	Lindseth	Becky reported that six employees have been trained in using the electronic verification system for verification of I-9 forms, required for all hires. She anticipates a Feb. or March implementation. By federal law, this verification process must be done within three days

		of hiring.
9. Content Management System & Website Update	Klug	Dan reported that for the short-term, "Contribute" software will be used for editing on the website; 10-12 employees who have regular updates will be trained and the software installed on their computers. They will be able to make their own updates on the web. For the long-term, the web team will work on a "continuity of look" for the website. They will focus on the needs first, then the wants (adding bells and whistles) when time permits.
10. ND/MN Higher Education Summit 	Temte	President Temte reported on the Nov. 2 meeting with ND and MN Chancellors, Presidents, and CAO's of NDSU, UND, MSCTC, MSUM, and NCTC. It was a very positive meeting, with the Chancellors of the two systems showing support for the systems and colleges to work together. NCTC's relationship with UND was very evident. She noted that North Dakota colleges have been directed by their Higher Education Board to deliver technical programs. The meeting focused on discussing barriers that colleges currently have with border issues. Another meeting will be held and will involve a larger group, to include workforce centers, economic development commissions, legislators, Red River Valley Research Corridor, etc.
11. Emergency Planning 	Temte/ Gooden	<p>President Temte reported that the meeting on Nov. 2 regarding emergency planning offered some guidance, but the MnSCU system needs to give more guidance for situations involving the use of college property and employee resources in times of emergencies.</p> <p>Regarding H1N1: Becky noted that Julie Fenning is working with Chad S. on a web-based self-reporting tool for employees and students to report absences due to H1N1.</p> <p>It was determined that the Cabinet should have additional training on emergency preparedness, NIMS scenarios, etc. It was noted that John Leopold recently attended a violence incident conference and may be available to assist in the training. Becky will arrange for the training; she will check on the possibility of a half-day training session on Dec. 16th, from 1-4:30 p.m., following the Cabinet meeting in TRF.</p>
12. Labor Relations Summit	Temte	President Temte reported that a summit in St. Cloud on Dec. 17-18 will focus on topics for negotiating the next MSCF contract. She will send out a request for input when it is available from the OOC. She reported that all colleges will share the cost of the two state MSCF Vice Presidents (estimated cost \$6-7,000 per year for NCTC.) Colleges currently share the costs of the MSCF president.
13. Lean Training	Temte	President Temte reported she may be attending the Board of Trustees meeting in St. Paul on Nov. 18, and if so, will not be present to attend the Cabinet training that day.

14. BIT Update	Fontes	Mary reported on the progress being made regarding grouplink submission to the Behavior Intervention Team.
15. TRIO Grant	Crittenden	Steve reported a task group will meet with Pat Sterly, a highly-recommended grant writer, tomorrow; a draft application will be ready in two weeks. The grant is due Dec. 14 th . Discussion followed regarding other grants in progress or other grant opportunities being considered. A Minn. Schools Cutting Carbons grant was discussed; Dec. 3 due date; Funds available up to \$20,000.
16. Laptop Requirements	Konschak	Norma reported that the TRF nursing programs are considering proposing a laptop requirement for nursing students. Further discussion will be held with the Deans.
17. January In-Service	Roehrich	Hank reported he has surveyed the faculty for in-service topics and is compiling a list. He encouraged Cabinet members to forward ideas as well. He reported on the possibility of having a trainer, Gary Hunter, present at in-service.
18. Meeting Adjourned at 4 p.m.		
19. Next Meeting		Wed, November 18; 8:30 a.m. – 12 Noon; TRF, Room 735; Lean Training
20. Parking Lot Items		<p><u>New items from this meeting:</u></p> <ul style="list-style-type: none"> Campus Chain of Command Honorary Degree procedure Strategic Plan on website Emergency Planning training <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



		<p> Refresher on Crisis Management Plan BIT Grouplink process IR Process Information Internal Campaign/communications Graduation Ceremonies Stimulus Fund Progress Reports Defensive Driving training OLA Audit – corrective actions/SOP's BESI Plan Meeting with Swenson family; w/historical data on allocation/budget Swenson House appraisal Program costs included on Program Sustainability document </p>
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