



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

December 2, 2009

Via Polycom: EGF #115; TRF #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, Ron Dvergsten, Clinton Castle, Bob Gooden

Absent:


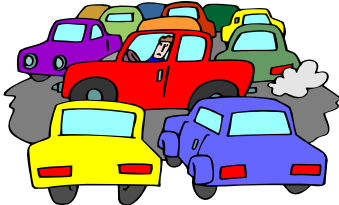
Guests: Julie Fenning

Topic	Responsible Party	Discussion/Outcome
1. Brainstorming Sessions with Support Staff	Fenning	Julie addressed the Cabinet to get input on a process to schedule and conduct the brainstorming sessions with support staff. After discussion, it was determined that she would work with individual supervisors in each area to determine the best method to schedule the sessions. The supervisors may choose whether or not to attend the sessions with their staff.
2. Honorary Degree Policy/Procedure	Cedergren	Cindy presented a draft for review. President Temte asked if we should develop a policy/procedure for a distinguished service award, in addition to the Honorary Degree. Cindy will draft another policy/procedure for review by Cabinet.
3. Minn. Student Engagement Institute	Temte	President Temte stated that all 2-year colleges have been asked to identify a 5-member team to participate in a CCCSE workshop tentatively scheduled for March 4-5. Team members selected were Anne, Kent, Mary, Steve, and Rocky. The purpose of the team was included in the meeting materials.
4. Chair Academy	Temte	President Temte reported that the Chair Academy is conducting a national conference in St. Paul on March 15-18. She will forward more information when it is received. Submittal of a Request for Proposal for this conference is being considered.
5. Program Suspension Announcements	Konschak	Norma inquired about who, when, and how should administration officially announce the suspensions of programs. After discussion, it was determined that Kent would draft a memo to employees, explaining the process being done to communicate with current and prospective students, etc. No official press release is necessary nor past practice.

6. Get Cut, Get Style, Get College	Fontes, Crittenden	Mary and Steve reported on a \$5,000 grant proposal that was submitted to the OOC last week, for the purpose of reaching an under-represented diverse population. This marketing campaign would target specifically identified beauty salons and barber shops in the area.
7. Doodle and Meeting Wizard	Temte	Based on an issue brought by faculty in Shared Gov. Council, President Temte encouraged all supervisors (and their assistants) to provide options of dates and times when scheduling meetings. She suggested the use of Doodle or Meeting Wizard when it is necessary to get feedback from participants on available dates/times.
8. Social Networking	Hron	Stacey reported a task group met this week; we will continue with the restrictions on the use of Facebook – a huge risk still exists. She reported they are putting some new protection measures in place over the semester break. She stated there are extra computers available for employees to use with Facebook. It was suggested that maybe Stacey, Scott Foss, and possibly Don Fischer attend the Dec. 10th SGC meeting to further discuss faculty's issues, if faculty wish to place it on the agenda. Stacey will send out a technology update to all employees in the near future.
9. Standard Operating Procedure for Committees	Temte	Cindy shared an SOP that was developed in 2006, which outlined the process of selecting a recorder, and submitting and maintaining minutes for committees. Cindy was asked to share this information with all management leads for committees, to share with their committees.  President Temte and Cindy will work on developing a process for management leads to submit and report their progress/work plans for the committees they oversee.
10. Standard Operating Procedure for Emergency Cancellations/Closures	Cedergren	A draft SOP was briefly reviewed, and a couple of changes will be made before the final is distributed again to Cabinet.
11. IPEDS Report	Temte	President Temte asked members to review the report at their convenience.
12. Midwest Institute for International/Intercultural Education	Temte	President Temte asked members if they believed the college would benefit from membership in this organization. Norma reported she had previously asked some faculty members, and there was little or no interest in doing so.
13. Staffing on Dec. 24 & 31  Open for Business	Temte	President Temte stated that at a recent all-employee meeting she was asked whether the college could close early on Dec. 24. After discussion, it was determined that: employees may either use vacation or request a shift change in advance, or flex their work week (if eligible to do so); we can operate with minimal staff on Dec. 24 & 31, but the following areas must be covered by one or more employees: Facilities, Receptionist desk, Administration, and IT. Access to the buildings can be restricted to the front entrance, and if so, signs must be posted on other entrances, informing visitors which entrances are open. Employees who are working are expected to work until 5 p.m. (if that is their normal ending time); Entrances may be locked to visitors at 4:30 p.m., to

		allow facilities staff to check the building and leave by 5 p.m. Administrators on each campus will determine who is working on each of these two days. Cindy will draft an SOP for this process so this conversation doesn't need to occur every year at this time.
14. Fox Consulting Proposal	Fletcher	Scott reviewed a proposal from Fox Consulting to provide grant mining and grant writing services. Discussion was held and questions were addressed. Representatives from this firm will make a brief presentation to the Cabinet on Dec. 16 from 11-11:30 a.m. President Temte stated that grant mining might be our first priority as far as grants are concerned. Becky noted that the Institutional Research position will be filled by Scott Godfrey, starting on January 4 <sup>th</sup> . He will be responsible for grant writing as well, but will need to receive training prior to getting started on that portion of his duties.
15. January In-Service	Roehrich	Hank shared a draft of the Jan. 6-7 agenda; some changes were made. More time may be needed for certain portions of the agenda. Schedule: Jan.6-TRF Campus; Jan. 7– EGF Campus
16. Capital Bonding Plans	Hanson	Kent asked about an internal process for submitting capital bonding projects, -- how do we prioritize them if both campuses have projects? Discussion was held on various projects being discussed within committees or task groups. President Temte asked that Bob, Clinton and Becky develop a presentation for the Dec. 16 Cabinet meeting that would compile a list of projects being considered, with approx. costs, etc. All Cabinet members were asked to submit their ideas for building projects to these individuals before Dec. 16 <sup>th</sup> . Dan noted that the projects should be tied to one of the strategic goals, as well as the Master Facilities Plan. Clinton noted that the college is allowed to submit one large capital bonding project, versus one for each campus. Dan inquired about whether or not any projects could be funded through community support. President Temte will send a memo to Cabinet members to clarify her expectations of the Cabinet regarding this topic.
17. NIMS Training	Lindseth	Becky asked if any administrators still needed to attend this National Incident Management System training. All members have attended this MnSCU-required training. Becky reminded members of the emergency planning session scheduled on Dec. 16.
18. BESI Update	Lindseth	Becky reported that requests for Board Early Separation Incentives had been received from faculty.
19. HR Staffing Update	Lindseth	Becky reported that a vacancy for a Personnel Officer had been posted internally. She announced that she plans to relocate her primary office to the EGF Campus, by January 1 <sup>st</sup> . She will schedule office hours one day per week at TRF. She reported that IR Director Scott Godfrey will be located at EGF, starting Jan. 4 <sup>th</sup> . Once the Personnel Officer position is filled, Becky will inform employees of the staffing changes and office relocation.
20. Educause Conference Report	Temte	President Temte shared a copy of a report written by Sherry Lindquist regarding a conference she attended, funded by a grant from the Foundation. She was impressed



		with the thorough detailed report.
21. Legal Issues Webinar Series	Temte	President Temte shared information about a MnSCU-sponsored series of webinars in which Cabinet members may be interested in participating, scheduled from Dec.-May. The first session is scheduled on Dec. 10; instructions were provided in the materials. Cindy will forward info on future sessions as it is received.
22. President's Update 	Temte	<p>President Temte shared information from meetings in St. Paul; Presidents are working on issues regarding Distance Minnesota and discussing the need for a new governance structure and possible headquarters relocation. She stated this group will meet again on Dec. 17 in St. Cloud.</p> <p>She stated the OOC Finance Division is preparing for the bad and worst-case scenarios for funding in FY11, FY12, and FY13. Students statewide are particularly concerned about tuition differential rates.</p> <p>She reported on a meeting held regarding the statewide structure of the Farm Business Management program. Ron Dvergsten will be a member of a task force just formed.</p>
23. Advisor/Admissions Rep	Fontes	Mary reported that interviews are scheduled next week for this position on the EGF Campus.
24. Parking Lot Items 		<p><b><u>New items from this meeting:</u></b>  Distinguished Service Award Policy/Procedure  Capital Bonding Projects Plan  Decision on Fox Consulting Proposal</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  Commuter bus info</p>

		WebEx or Go To Meeting recommendations Policy on Vacation Leave on Separation 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 Campus Chain of Command Honorary Degree procedure Strategic Plan on website Emergency Planning training
25. Next Meeting		Wed, Dec. 16; TRF Campus, Room 735, 9 am ; Emergency Planning Session – 1-4 p.m., TRF, Room 701

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