



Northland Community & Technical College President's Cabinet Meeting

December 16, 2009
TRF Campus, Room 735; 9 a.m.


MINUTES -Revised


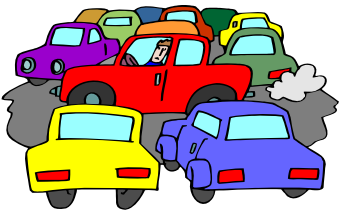
Attendees: Anne Temte, Kent Hanson, Jim Retka, Cindy Cedergren, Norma Konschak, Hank Roehrich, Dennis Paesler, Mary Fontes, Dan Klug, Becky Lindseth, Steve Crittenden, Stacey Hron, Scott Fletcher., Ron Dvergsten, Clinton Castle, Bob Gooden.

Absent: Jim Retka

Guests: Paul Werner, (3) Fox Consulting Representatives

Topic	Responsible Party	Discussion/Outcome
1. Budget Enrollment Update	Temte	President Temte expressed her concerns about the 2010 budget. Discussion was held on enrollment and tuition projections, and projected un-collectibles. She stated that we have to focus on our core mission and may need to consider additional program cuts in FY12. An unallotment next year will force us to dig deeper. Mary reported the following enrollment figures: Total FYE: Up by 7% (167 FYE) college-wide, over last year at this time.
2. Background Study Policy	Hanson	Approved with a minor change; has been approved by AASC.
3. Tours at Airport Campus	Lindseth	Becky brought forward information about the frequency (as well as the purpose) of providing tours of the airport campus to various community groups upon their request. Pros and cons were discussed. A task group was formed to discuss further and to develop a standard operating procedure, including a schedule when tours will be provided. Task group: Lynn M, Scott F, Nick T., Gene K, Clinton C, Julie O., Julie F.
4. Capital Bonding	Lindseth	Becky provided data on current and projected debt service expenses through 2038, without any capital bonding projects. The projected 2010 debt service is \$230,730.

		Discussion was held on the impact of debt service for each bonding project. A 2010 Capital Budget Schedule was shared. Discussion was held on various campus maps from the Master Facilities Plan, which indicated areas that have been completed and those that may be considered in the next bonding bill request. Due to time constraints, the discussion of capital bonding projects was scheduled for a Jan. 8 th Cabinet meeting from 12-4 p.m., TRF Campus, Room 735; lunch provided. Members were asked to review the maps before the meeting.
5. Faculty Mentoring Proposals	Werner, Roehrich	Paul presented two proposals from the Mentoring Task Group, and indicated the preferred proposal. A lengthy discussion was held on various aspects of the proposals. The Cabinet will need to determine what the budget can bear in terms of stipends paid to faculty for a lead mentor position and mentor liaisons. A 10-hour training session would be needed for the mentor liaisons. A suggestion was made to run the course through D2L, with a hybrid approach. More discussion is needed and a decision will be made at the Jan. 4 Cabinet meeting.
6. On-Line Support	Roehrich	Hank stated that decisions need to be made on compensation for on-line support positions.
7. Temporary Offices in Arch. Technology	Temte	President Temte reviewed the communication distributed by the Arch. Tech. faculty and the administration's rationale for the temporary offices in their dept. It was determined that no changes would be made to the temporary units at this time.
8. Catalog 	Hanson, Fontes	Kent and Mary asked about the development of a new catalog – should we have limited print copies or not at all? Current catalog expires 6/30/10. It takes a huge amount of collaboration among many employees to collect and proof the information, and that process needs to begin now. A meeting will be called by Mary, with Chad S., Mark J., Kent H., Dan K, Karleen D, and Shannon N. to map out a schedule and outline the responsibilities of all players. It was suggested that this topic be discussed at a session during faculty in-service.
9. Fox Consulting	Fletcher & Consultants	Kevin Fox (President), James Hamilton, and Alison Aukes from Fox Consulting presented information on their background, strengths, and services they could provide to the college, as a follow-up to their written proposal reviewed by Cabinet at the last meeting. This firm has been working with Inver Hills Community College for two years on various fundraising projects. They stated their success rate on obtaining federal (typically large grants) is 40%; while success with local grants is 25%. President Temte reviewed a couple of grant opportunities that are currently being discussed. No decisions were made at this meeting whether to contract with Fox Consulting or not. Further review of the budget will help determine the decision. Scott will send out the UAS grant proposal developed by Fox Consulting, as well as another copy of their proposal.

10. Guidelines for Financial Management 	Temte	President Temte reviewed the guidelines developed by Cabinet on 12/15/08 for the 2008-09 budget. She stated it was still important to consider these guidelines when making decisions regarding employee travel, overtime, and other expenses where reductions can be made this year and on an on-going basis. She reported that external sources of funding have been received for research and development of the UAS program, and that recent travel for this program was not being paid from the general fund.
11. Employee Selection Process Revisions	Lindseth	Becky reviewed the discussion held with the AFSCME Advisory Council. It has been decided that AFSCME positions will be posted internally prior to submission to the MnSCU Bulletin as well as advertising to the public. This will ensure current employees the opportunity to submit bids or for possible transfer. This change may delay the vacancy filling process, since the internal postings would be open for seven calendar days. The Cabinet was not opposed to this change.
12. E-timesheet & Credit Card Processing	Lindseth, Temte	Becky asked that supervisors place reminders on their calendars to approve leave and timesheets in a timely manner to meet payroll processing deadlines. It was determined that Michelle Bakken would be asked to meet with Cabinet briefly at 10 a.m. at the Jan. 21 meeting to review the credit card on-line processing to address questions and concerns from members. All supervisors will be invited to this session.
13. Labor Relations Summit	Temte	President Temte, Becky, and Kent will attend a Labor Relations Summit in St. Cloud on Dec. 17-18. They will report information at the next meeting.
14. Textbook Legislation	Lindseth	Becky briefly reviewed legislation regarding the publishing of textbook information including title, cost, etc., for each course, that will be tied into the scheduling module in ISRS.
15. Adjourned at 12:10 p.m.		
16. Parking Lot Items 		<p><u>New items:</u> Faculty Mentoring compensation On-Line Support compensation Fox Consulting Proposal Capital Bonding Projects Campus Tours SOP Catalog Development Plan Employee Selection Procedure – revisions Credit Card On-Line Processing Review Session</p> <p><u>Carry Over Items:</u> Carried over from 08-09 meetings: Noel Levitz Customer Service Survey Results Recommendation on use of latex balloons</p>

		<p>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> <p>New for 09-10: 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 NACEP Accreditation Process IR Process Information Student Course Evaluation Internal Campaign/communications Graduation Ceremonies Stimulus Fund Progress Reports Identity Theft - preventative measures Defensive Driving training OLA Audit – corrective actions/SOP's Social networking/security issues Meetings with Swenson family – w/historical data on allocation/budget Swenson House appraisal Program costs included on Program Sustainability document Honorary Degree & Distinguished Service Award Policies</p>
17. Emergency Management Refresher Session		<p>The Cabinet met in Room 701 from 1-4 p.m. with Tracey Worsley facilitating an emergency management refresher course for all Cabinet members and supervisors. Supervisors in attendance were: Kristen Michalke, Michelle Bakken, Gerry Schulte, Rocky Ammerman, Dean Dalen, Gene Klinke, Pat Balstad, and Safety Officer Julie Fenning.</p>
18. Next Meetings:		<p>Monday, Jan. 4- EGF Campus, Room 115; 9 a.m. Additional Cabinet Meeting: Friday, Jan. 8, TRF Campus, Room 735; 12-4 p.m. (primary topic – Capital Bonding)</p>

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