





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

January 8, 2010  
TRF Campus, Room 735; 12 Noon

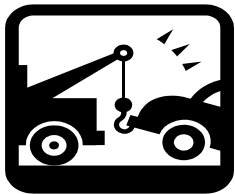
### MINUTES

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

Topic	Responsible Party	Discussion/Outcome
1. Construction and Capital Bonding  	Temte, Lindseth	<p>In-depth discussions were held on various areas of both campuses. The \$730,000 classroom initiative funds that is likely to be approved in the 2010 bonding bill for TRF was discussed, as well as ideas to consider in a 2012 bonding project for both campuses.</p> <p>TRF Campuses:</p> <p>Construction Electricity – a decision was made to not move the program out of the airport campus at this time. Make repairs to current location as needed. Discussions will be held on curriculum changes for future implementation.</p> <p>Auto Collision – a decision was made to not significantly remodel this space; scheduling changes and reorganization of space will be discussed to better utilize the existing space.</p> <p>Architectural Technology – consideration will be given to remodel existing space to better utilize the area, but not to expand the space. May remodel Rooms 705 &amp; 703.</p> <p>New Media – a decision was made to remodel existing space for New Media and Radio Station; design to be paid from current college budget; construction from the classroom initiative funds. Discussion was held on offering short-term certificates, or custom training courses.</p>

		<p>Theater – no remodeling/upgrades will be included in the classroom initiative project.</p> <p>Commons – redecorating/refurnishing is desired, but does not fit the scope of the classroom initiative project.</p> <p>Baseball field &amp; dugouts, press box – does not fit the scope of the classroom initiative project.</p> <p>Other areas discussed were COI, Cosmetology and Massage Therapy; converting Room 109 to a Biology Lab.</p> <p>EGF Campus: Discussions were held on the following areas for consideration in either a science initiative or a 2012 bonding project: Chemistry, Biology Labs, Radiology Tech, Student Life space.</p>
2. TRF Chamber Dinner Jan. 18th		President Temte asked that anyone interested in attending the TRF Chamber's annual banquet should contact Cindy. President Temte is scheduled in St. Paul at that time.
3. Signage Policy and Procedure	Cedergren	A draft was approved and will be posted on Virtual Office and go to SGC for review.
4. Business Services Update 	Lindseth	<p>Becky reviewed the transition plan for Business Services, as a result of Dennis Paesler's resignation on Dec. 28. Shannon Jesme will serve in an interim position through 6/30/10. Jerry Winans (retiree from BSU, and former NCC employee), has been contracted to assist Shannon J. and Michelle Bakken in learning more about ISRS processes with which they are unfamiliar. Within a couple weeks, Bill Maki, V.P. &amp; CFO at BSU will begin to conduct a departmental review, assist with forecasting and modeling, and make recommendations on how to improve the business services functions.</p> <p>Becky noted that debt service was originally budgeted at \$190,000, but the actual will be \$257,000.</p> <p>It was noted that the Cabinet should either individually or collectively recognize Dennis for his years of service. Plans to fill the vacancy will involve reviewing the job description and classification, conducting a tri-state search, and will include MnSCU involvement. It is the goal to post the position by mid-March, to be filled by July 1, 2010.</p>
5. Semester Grade Entry	Crittenden	Steve asked for feedback on a recommendation from the Registrar's office to move up the deadline for faculty to enter grades at semester-end (including summer session) by 1 or 2 days, to allow more time to issue suspension letters and allow students and staff more time to complete the grade appeal process. It is especially difficult when the summer session begins immediately after the spring semester ends. Discussion was held, and Kent will bring this topic to AASC for discussion and a recommendation.
6. Faculty Mentoring &	Hanson	Kent reported that once feedback is received from the Distance Ed. Task Force, plans

On-Line Support Positions		are to submit for a job classification for two temporary part-time MAPE positions (one on each campus) as Online Support Coordinators. The same approach will be used to hire two temporary part-time MAPE positions to serve as Faculty Development Coordinators. These positions are in the FY10 Stimulus Budget.
7. Fox Consulting Update	Temte, Fletcher	<p>President Temte and Scott Fletcher reported that the college plans to contract with Fox Consulting on a short-term basis, for under \$10,000 to prepare up to eight proposals over the next four months; three potential grant sources for the Mobile Simulation Lab; and five for the UAS initiative.</p> <p>It was suggested that an updated Stimulus budget be reviewed at the next Cabinet meeting. It was noted that \$12,000 borrowed to the UAS budget from the Program Development budget will be replaced, since external funds have been acquired for the UAS initiative. The contract with Fox Consulting will be paid from this money.</p>
8. Social Networking	Hron	Stacey reported that through the measures taken over the semester break, the college has lowered its risks associated with viruses. Discussion was held on whether to lift the social networking ban on employee computers. Stacey recommended it be lifted and President Temte will communicate this to employees, reiterating that its use is restricted to business purposes only.
9. Organizational Chart	Lindseth	Becky presented an updated chart, making note of recent changes.
10. February 16 In-Service	Temte	A very brief discussion was held on plans for the Feb. 16 in-service day. A support staff in-service <u>may</u> be developed, in lieu of another faculty in-service workshop, since faculty had just completed two days of in-service activities.
11. Adjourned at 3:20 p.m.		
12. Next Meeting		<b>Thursday, January 21, 2010; TRF Campus, Room 735; 9 a.m. – 12 Noon</b>
13. Parking Lot Items		<p><b><u>New items from this meeting:</u></b> February 16 In-Service Plans</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          New for 09-10:</p>



		<p> 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  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 &amp; Distinguished Service Award Policies  Campus Tours SOP  Catalog Development Plan  Employee Selection Procedure – revisions  Credit Card On-Line Processing Review Session </p>
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