



Northland Community & Technical College President's Cabinet Meeting

Thursday, January 21, 2010
TRF Campus, Room 735; 9 a.m.


MINUTES

Attendees: Anne Temte, Kent Hanson, Jim Retka, Cindy Cedergren, Norma Konschak, Hank Roehrich, Shannon Jesme, Mary Fontes, Dan Klug, Becky Lindseth, Steve Crittenden, Stacey Hron, Scott Fletcher, Clinton Castle, Bob Gooden.
Absent: Ron Dvergsten; Guests: Scott Godfrey, Michelle Bakken, Tiffanie Bieganeck

Topic	Responsible Party	Discussion/Outcome
1. President's Update	Temte	President Temte reported on recent meetings of the MnSCU Leadership Council and the Board of Trustees. The Board is putting a great deal of emphasis on the colleges' Composite Financial Index. They are concerned about the financial condition of the state budget. The unallocation for FY11 is not yet known. President Temte reported that she, Becky and Shannon Jesme will be making a financial outlook/trends presentation to a MnSCU finance group on Feb. 5 th . They will also present the information at a future Cabinet meeting and all-employee meetings in February.
2. Institutional Research	Godfrey	Becky introduced Scott to the Cabinet and various members stated their needs as they relate to Scott's role. Information is needed to make data driven decisions; having data in one location; work plans/strategic goals/progress on goals/alignment with college and MnSCU strategic plan, etc. Cindy will schedule a meeting with Anne, Becky, Kent, and Scott G. to discuss a strategic plan data project. Lynn McGlynn will be asked to schedule a meeting with Scott F., Scott G., and Becky regarding grant information to exchange with Scott G.
3. Credit Card On-Line Processing	Bakken	Michelle gave a brief overview of the issues that have arisen among some users – such as duplicate user ID #'s, supervisor approval process, etc. Supervisors need to check off "no further approval" before final approval is complete. Receipts must go to the

		supervisor before forwarding to the Business Office. It was decided that all employees' credit card transactions (including MMA employees) need to be approved by a supervisor on the Cabinet. If a credit card transaction is not approved within a 60-day timeframe, a notice will be sent to the employee and the supervisor. Michelle provided handouts for anyone in need of instructions and encouraged anyone who is having difficulty to contact her or Yvette Schneider (EGF). Credit card processing will be included in the Feb. 16 in-service topics. Discussion was held on the audit finding regarding unresolved security issues in accounting/student data. Discussions were also held on credit card purchases for faculty, utilizing faculty support credit cards, and employee expense report issues.
4. E-Timesheets	Bieganek	Tiffanie addressed questions and concerns from various Cabinet members. She noted that supervisors can request timesheets from their employees on any date that is convenient for them to process them. They may also route their employees' timesheets to another supervisor if they are on an extended vacation or leave and may not be able to approve them electronically. Supervisors also have the authority/access to submit an employee's timesheet on their behalf if necessary. Tiffanie noted that all pending leave requests should be approved in a timely fashion after the employee submits them. The Cabinet determined that the deadline for submitting timesheets for supervisor approval will change to the Friday before the pay period end date. Tiffanie or Becky will send an announcement to all employees announcing this change.
5. MnSCU Listening/Planning Sessions	Temte	President Temte asked if anyone could attend one of the listening/planning sessions in the region. Hank Roehrich may be available to attend the session in Moorhead on Jan. 27.
6. Feb. 16 th In-Service	Konschak & Others	<p>A large number of topics are being considered for the in-service day, to be held at the EGF Campus multi-purpose room;</p> <p>9 am – 12 noon – for all employees: <u>Topics may include:</u> NCA, Budget Update, Expense reports, Credit cards, Groupwise/Grouplink, 1.B.1 Harassment, Stimulus Projects, introduction of new employees, Continuous Improvement.</p> <p>Approx. 1-3 p.m.- Sessions will be split into faculty and staff; <u>Topics may include:</u> Faculty: Perkins, AASC, Catalog, Safety/Data security mandatory training, assessment. Staff: Customer Service, E-timesheets, Meeting Minute-Taking, Teamwork, Effective meeting facilitation, Project Management.</p> <p>Norma K. & Julie Fenning will refine the agenda and share a draft with Cabinet on Feb. 4.</p>
7. Personal Appearance	Lindseth	Becky shared draft guidelines for personal appearance. Discussion was held and all

at Work		members agreed there should be guidelines in place. Becky will have the draft reviewed by the OOC and will bring back any changes for Cabinet review before sharing with all employees.
8. Meetings during first week of semester	Konschak	Norma requested that members avoid scheduling meetings for faculty and student services staff during the first week of a semester, due to the increased workload and time restraints. After discussion, the Cabinet agreed they would avoid scheduling ad hoc meetings (this does not apply to regularly scheduled meetings) during the first week, whenever it can be avoided.
9. Class Scheduling – Free Period	Crittenden	Steve relayed a request from Student Senate to explore the possibility of leaving one hour of the day open (without class), to allow students to participate in Student Senate activities. Discussion was held; this is not possible for next fall, but Kent will bring it to AASC for further discussion to be considered in FY12.
10. Catalog – Shared Responsibility	Klug, Temte	Discussion was held on the responsibility of developing the catalog. It was noted that the current catalog is approx. 80% academic information, the remainder being misc. college information (college policies and employee directory info will not be included in the next catalog). Discussion was held on an academic information clearing house, making the academic information appealing to the reader, proofreaders for accuracy in grammar and spelling, style guide restrictions, etc. Dan Klug stated that the college could outsource the layout to a graphic designer. It was recommended that print copies be limited to 1,000. The timeframe between Feb. 1-July 1 will be needed to pull all the required data. A team was formed to meet and set a schedule/assign tasks: Mark J., Shannon N., (will call meeting), Karleen D., Chad S., Dan K., Mary F., Hank R., Norma K., and Gene K. It was recommended that faculty be given an April 1 st deadline to submit changes to their program description pages. A process needs to be defined on how and to whom they need to communicate changes. This is a possible Continuous Improvement/Lean Team project.
11. KSRQ Management	Klug, Temte	President Temte reported on a recent meeting which discussed plans for supervision of the Radio Station and Radio Station Manager position, and clarified the purpose of the station. It was noted that the college budget currently provides only 6% of the station's budget (\$22,000). It was determined that the new Marketing Director will supervise the Station Manager position. Stacey, Dan K., and Anne will meet with Mark Johnson and Ben Kosharek to discuss an agreement that will be in place by May 14, when Mark returns to his faculty position. A remote station booth at the EGF campus was briefly discussed.
12. Program Marketing Priorities	Konschak	A lengthy discussion was held regarding the priorities contained in a document Norma had presented for use by the Marketing and Creative Services Depts. for program

		<p>specific marketing efforts. The list identified the priorities as follows: New programs, At – risk “Orange” programs, “Yellow” programs with available and limited capacity, and “Green” programs with available and limited capacity. Types of web marketing, such as home page banners and videos were recommended as the first priority in marketing efforts.</p> <p>Dan Klug asked about the possibility of obtaining one toll-free telephone number for the college. Administrative Services is discussing this possibility.</p>
13. Articulation Agreement Process	Konschak	Norma presented a draft Articulation Agreement Process using a Value Stream Mapping tool. The Cabinet approved the process presented.
14. 2010 Capital Bonding Project	Lindseth	Becky reviewed the plans for the \$725,000 request going to the Legislature for potential funding in 2010.
15. Master FYE document	Lindseth	Becky shared a chart from the OOC that needs a response by Feb.10, with FYE projections for FY10 through FY13. This information will be discussed at the Feb. 4 th meeting.
16. Board of Trustees Candidate Request	Cedergren	Members were asked to review the request for candidates for the Board of Trustees and forward recommendations to Cindy or President Temte.
17. Adjourned at 12:10 p.m.		
18. Next Meeting		Thursday, Feb. 4, 2010; EGF Campus, Room 115; 9 a.m. – 12 Noon
19. Parking Lot Items 		<p><u>New items from this meeting:</u></p> <ul style="list-style-type: none"> February 16 In-Service Agenda Master FYE Document Personal Appearance Guidelines <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 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 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 Campus Tours SOP Catalog Development Plan Employee Selection Procedure – revisions
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