



Northland Community & Technical College President's Cabinet Meeting


February 4, 2010
Via Polycom – EGF #115, TRF #735
9 a.m – 11:15 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, Ron Dvergsten, Clinton Castle, Bob Gooden.

Topic	Responsible Party	Discussion/Outcome
1. Master FYE Document	Lindseth	Discussion was held on whether to adjust the projections listed on the FYE chart from the OOC, or revise it to reflect the enrollment projections in the strategic plan. Current FYE for FY10 is 2939, with approx. 40 more anticipated from Mgmt. Ed. Suggestions were made to increase the projection for FY12 to 3000, and 3050 for FY13. Anne will seek advice from Laura King at a meeting in Brainerd tomorrow and will report the projections submitted at the Feb. 18 th meeting.
2. Personal Appearance at Work Guidelines	Lindseth	Discussion was held on the comments and advice provided by the OOC Labor Relations Dept. on the proposed guidelines. It was recommended that the first three paragraphs of the document be used as only a guideline for supervisors to talk to their employees about their expectations as it relates to personal appearance at work.
3. Feb. 16 In-Service Agenda	Konschak	Norma stated that Julie Fenning had done the bulk of the work to develop the agenda. The agenda was reviewed, discussed, and minor revisions were suggested. It was noted that contact persons/site leaders for Mahnomen and Roseau sites should be made aware of the HLC comprehensive visit and the importance of their participation in the visit. It was noted that security/personal safety in dealing with a hostile student should be

		covered in the fall in-service. John Leopold, Jim Jesme, and counselors may be able to provide this training.
4. Attorney General Contact List	Temte	The Attorney General's office has asked that we identify the individuals who are authorized by the President to contact their office regarding matters requiring their services (which are billed back to the college). The following people were identified: President Temte, Kent Hanson, Becky Lindseth, Mary Fontes, Steve Crittenden, Hank Roehrich, and Norma Konschak.
5. Homepage Alerts	Klug	Dan asked for feedback on the proposed homepage alert messages that have been developed to prominently announce such things as college closures, all-class cancellation or delays, technology alerts, and security alerts. Everyone was in favor of these alerts and questions were addressed. Minor changes to headings and colors were suggested.
6. PCI Scans (Payment Card Industry)	Hron	Stacey reported that the college is currently at a security level D, which requires quarterly network scans at a cost to the college. This deals with the processing of credit cards for purchasing/paying on-line. Changes will be made in the COI Division to move from that level, and quarterly scans would not be required. Stacey asked if any other depts. processed credit card purchases, on paper or on-line. President Temte reviewed a draft memo from Laura King regarding the scrutinizing of colleges' credit card usage. The OOC will conduct a one-day workshop on March 22 dealing with PCI's.
7. Faculty Mentoring Positions	Roehrich	A position description has been developed and needs classification by the OOC. It will first go to Shared Gov. Council for final review on Feb. 11.
8. Reporting Injuries	Konschak	Norma reminded supervisors that after an incident involving an injury, there is a 24-hour deadline to file a First Report of Injury form.
9. Board of Trustees Listening Sessions	Roehrich	Hank reported on the Listening Session he attended in Moorhead on Jan. 27 th . He referred to concerns expressed by high schools about the level of math offered at the two-year colleges. President Temte stated that Chancellor McCormick had attended all four listening sessions and approximately 400 people attended. He had reported to Leadership Council a number of the concerns heard at the sessions: Transferability among MnSCU institutions and into universities; cost, differential cost for on-line, assessment of the system, sustainability, matching supply and demand; thoughts are to add another listening session in Duluth.
10. The Science and Art of Supervision Program	Lindseth	Becky shared a flyer with various locations and dates for supervision courses offered through MnSCU for deans, directors, managers and supervisors who are new to the college/MnSCU system. This format replaces the former five-day Core Supervisory Training that many of the supervisors have attended in the past. Any new supervisors should be taking these courses at one of the locations.

11. Cosmetology Program 	Temte	<p>President Temte informed the Cabinet of the letters received and published in the local and GF papers. Discussion was held on administration's response to the reaction from the community. Kent Hanson will be a guest on a radio commentary program on Feb. 5th. President Temte expressed her concern that letter writers had not been in contact with anyone at the college before publishing letters expressing views about the suspension of the program. Discussion was held on the rationale used to determine the suspension so all Cabinet members would understand the situation better and be able to react to individuals' comments if necessary. It was stated that the faculty to student ratio has been a 7:1 average over the past seven years, due to the Dept. of Commerce regulations for instructors. Kent reported on the research he had done regarding Josef's School of Hair Design in Grand Forks. Dan reported on various marketing efforts conducted to attract more students. Discussion was held on average cosmetologist wages in the region. President Temte recommended that, when the college is considering future program suspensions or closures, we make the public aware upfront and maybe we can avoid some of the community's reactions and false accusations. We need to make it more clear to program advisory committees that when a program is in a yellow or orange category for a specific period of time, there is a potential for closure if substantial changes aren't made. Norma stated we need to refine the sustainability document to define a stopping point, when efforts may be discontinued.</p>
12. Reports on Conferences Attended	Various members	<p>CFFO Conference – Becky, Shannon, Clinton and Bob reported on a CFFO conference they attended last week. Becky reported on a pilot project that North Hennepin is conducting regarding the use of a college debit card for direct depositing financial aid checks, and paying college bills. Bob reported on an energy conservation program, use of a revenue fund for things such as parking lots, student life, etc.</p>
13. Internal Auditor Visit	Lindseth	<p>Becky, Anne, and Shannon reported on various topics discussed with Carolyn Gabel this week, primarily focusing on the status of audit findings. Discussion was held on credit card usage and purchasing in general; we need to establish consequences when employees are issued a 16A (no fund encumbered prior to a purchase); Becky relayed the process used by Bemidji State University, and that process may be used as a guide to revise the existing credit card policy and procedure. An effective date/starting point will need to be established (likely to be beginning of FY11); more training is needed specifically for employees with credit cards. Shannon relayed a concern that not all supervisors are approving electronic purchase orders in a timely manner.</p>
14. President's Update	Temte	<p>President Temte reported on various issues covered in the Leadership Council meetings.</p> <ul style="list-style-type: none"> - Office of the Legislative Auditor is finalizing their report on the OOC (scheduled for release on Feb. 9), which will contain 12 specific recommendations.

		<p>-Bonding bill presentations were given in late January, which were outside the normal MnSCU process.</p> <p>-Dashboard information - related to student engagement measures– she will share that document with members.</p> <p>-Financial Health Indicator – she explained what is used to determine this indicator and its purpose.</p> <p>-Master Green Sheet – a balance sheet for the system. She relayed information on the proposed \$67 million unallotment for the state; which equates to a \$63.9 million decrease for the MnSCU system (between 7-14% decrease).</p> <p>-Tuition rates – we need to start consulting with Student Senates on proposed tuition increases.</p> <p>-Uncollectables – we need an update from Shannon as we prepare the FY11 budgets</p> <p>- Penalties for unpaid bills – we need a more rigid policy/consequences for students who don't pay.</p> <p>-Student/Faculty Ratios – we may be sitting at 16:4 now; goal is for 17:1 by next fall.</p>
15. Other	Fontes	Mary reported on the mandatory notification postcard recently sent to all employees and students; the Behavioral Intervention Team (BIT) reporting link is up and running.
16. Adjourned at 11:15 a.m.		
17. Next Meeting		Thursday, Feb. 18, 2010; TRF Campus, Room 217 ; 9 a.m. – 12 noon
18. Parking Lot		<p><u>New items from this meeting:</u></p> <p>Decisions made on Master FYE projections</p> <p>Financial Indicators/Trends – presentation made to OOC finance division</p> <p>Revisions to Credit Card Policy/Procedure</p> <p>Research use of college debit card through bank</p> <p>Follow-up report on Feb. 16 In-Service</p> <p>Implementation of Home Page Alerts</p> <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><u>New for 09-10:</u></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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