



Northland Community & Technical College President's Cabinet Meeting

February 18, 2010
TRF Campus, Room 217; 9 a.m.

MINUTES

Attendees: Anne Temte, Jim Retka, Cindy Cedergren, Norma Konschak, Hank Roehrich, Shannon Jesme, Mary Fontes, Becky Lindseth, Steve Crittenden, Stacey Hron, Scott Fletcher, Ron Dvergsten, Clinton Castle, Bob Gooden
Absent: Kent Hanson, Dan Klug (Jim Retka & Scott Fletcher attended only the first portion)

Topic	Responsible Party	Discussion/Outcome
1. President's Update	Temte	<p>President Temte discussed the reactions from the community regarding the Cosmetology program, as noted in the local radio and newspaper articles. She noted the level of concern that the community has expressed about the future of the TRF campus. She noted that TRF has a challenge before them. Many of the community conversations have focused on "outsiders" and how no one would want to move to TRF for a job. These attitudes should be challenged for TRF to move forward. The Cabinet needs to determine how to better communicate with the community. She related to a process which Merit Care is developing in dealing with community issues. She suggested that the new Marketing Director and Dan Klug meet with Rob Lovejoy and Jody Mutnansky (marketing director) at Merit Care, and report back to the Cabinet, or have Rob attend a Cabinet meeting to discuss their process. Norma raised a question of whether or not other Cabinet members should step up and serve on local Boards, to increase the college's presence and communication with boards who meet regularly.</p> <p>We know we have solid rationale for decisions. But, Anne urged the Cabinet to create "fact sheets" before future decisions on programming is made, in an effort to curb the negative reactions from the community and the misinformation shared through public media.</p>

		<p>President Temte talked about the positive publicity for the ARRA grant. She noted that Grand Forks Mayor Brown, at his "State of the City" luncheon, noted that he sees NCTC as a regional partner and congratulated us on the grant.</p> <p>Other grant info shared: We're working with Fox Consulting on the mobile simulation grant; Steve reported we expect to hear this month about the TRIO grant submitted; Jim reported we're waiting to hear from the National Science Foundation on a grant to construct a wind turbine.</p>
2. ARRA Grant Award	Fletcher	<p>Scott thanked everyone for their input into the grant proposal. The grant is a 3-year grant; we can expect a 60-90 day timeline to receive the first payment, and for MOU's to be in place. The grant will enable personnel to be hired for curriculum development (a total of 6 positions, with three starting soon). Implementation of the UAS training is expected to be Fall 2011. The grant may open up other new certificate possibilities related to UAS, such as components in Criminal Justice and Computer Networking. Discussions with those faculty have already begun.</p> <p>The college will be seeking additional grant funds from the Dept. of Defense.</p>
3. Master FYE Document	Temte	<p>President Temte noted that this document is used for financial planning, and we plan to project 2800 FYE for FY11 as it is currently stated in this report to the OOC.</p>
4. Financial Indicators/Trends	Jesme	<p>Shannon reviewed the powerpoint presentation given to the OOC Finance Division on Feb. 5th in Brainerd, regarding the Composite Financial Index. She stated the college's primary reserve is at 10%, lower than recommended by MnSCU. It was suggested that perhaps employee separation costs should be included in the annual budget. We need to take measures to preserve and increase reserves.</p> <p>President Temte stated that Laura King presented financial information to the TRF Community Advisory Committee this week.</p> <p>The Governor's recent recommendation deepens MnSCU's deficit to \$60.5 million; tuition will be capped at 5%; our gap will be between \$1.2-\$1.5 million for FY11. The impact on NCTC over the next biennium could be between \$2.5-\$7.5 million.</p>
5. In-Service Follow-up	Temte, others	<p>Everything seemed to go OK. President Temte stated it was nice to use some internal talents for the concurrent sessions. Mary spoke briefly about the GPS Lifeplan, which was introduced to faculty at the In-Service.</p>

		A suggestion was made to survey employees on topics for the next in-service workshop.
6. Accountability Dashboard Comments	Crittenden	It was noted that Becky, Clinton and Bob are working on a response due to the OOC by March 2 nd , regarding the Facilities Condition Index (FCI).
7. Beverage Vendor Discussion	Crittenden	Steve asked if the Cabinet was in favor of pursuing an exclusive beverage vendor for the TRF Campus only. The Cabinet agreed that it should be pursued; Steve will bring it to the Student Senate for feedback; the development of an RFP will begin in administrative services.
8. Meeting Adjourned at approx. 11 a.m.		Due to an extended power outage throughout the building, the meeting adjourned early. Power was restored on the east side of campus at approx. 11:30 a.m.; west side restored at approx. 4:30 p.m. (transformer out- repaired by city)
9. Parking Lot Items		<p><u>Items not covered due to early adjournment:</u> Veterans Re-Entry Program – Konschak Charitable Fundraising – Lindseth Intra-Agency Agreement - Lindseth FBM Economy Outlook, FBM Task Force Update – Dvergsten Distance Scheduling Meeting – Roehrich</p> <p><u>New items from this meeting:</u> Updates on pending grants – TRIO, NSF ARRA Grant updates – personnel, etc. Update on beverage vendor RFP</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 Issuing vehicle keys Mahnomen – nursing and other programming Grant administration/Record keeping Field Trip Policy Review Develop policy on purchase & distribution of promotional items</p> <p><u>New for 09-10:</u> 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</p>



		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 Revisions to Credit Card Policy/Procedure Research use of college debit card through bank Implementation of Home Page Alerts
10. Next Meeting		<u>Budget Meeting</u> – Friday, March 12- EGF Campus, Room 115; 9 a.m. – 4 p.m. <u>Next Regular meeting</u> – Friday, March 19 –TRF Campus, Room 735 – 9 a.m. – 12 noon