



Northland Community & Technical College President's Cabinet Meeting


Wednesday, March 31, 2010
EGF Campus, Room 115; 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:

Topic	Responsible Party	Discussion/Outcome
1. Voluntary Reduction	Lindseth	Becky reported that legislation has not changed regarding the opportunity for state agencies to offer employees to volunteer for a reduction in hours for a specified amount of time. There is no sunset language in the legislation. Employees will accrue vacation and sick leave, and have the option of buying back any lost retirement contributions during the leave. Supervisors have the right to refuse or change a request for a voluntary reduction, based on staffing needs. Becky will communicate this option to all support staff (after April 22 when the BESIs are determined), so staffing plans can be adjusted if needed.
2. BESI 	Lindseth	(Board Early Separation Incentive). Becky shared the list of five groups that were determined with supervisors for the areas in which BESI's will be offered. A total of eight BESIs will be funded if accepted, at \$25,000 per person, and will be paid from the FY10 budget. A total of ten employees within these groups are eligible for this incentive. The retirement date would be effective May 21, 2010. It was noted that BESI legislation sunsets in 2014.

3. Policy Review	Fontes	Mary reviewed the following policies and procedures: Admissions Procedure, Ability to Benefit Policy, Registration Procedure, Financial Aid Procedure, and Activity Travel Regulations. These revised documents will now go on Virtual Office, Student Senate, and Shared Gov. for review.
4. Grade Appeal Forms	Roehrich	Hank reviewed changes in policy that will dictate changes to this form.
5. Web Conferencing	Crittenden	Steve shared correspondence from the OOC regarding license fees for web conferencing hosts in FY11. Stacey reported that 4 or 5 employees are currently licensed to host webex meetings for the college. She reported we will have a new system in place before 7/1/10 so we will not be impacted by the fees the OOC plans to charge colleges.
6. UND Wellness Center Proposal 	Crittenden	Steve shared a proposal from UND for a partnership with EGF Student Senate to subsidize student memberships at the UND Wellness Center. The Student Senate is proposing to allocate \$49,680 of the EGF Student Life Budget in FY11 toward this partnership. Students would pay \$14.00/month, for a 9-month membership. Steve asked Shannon to check on whether we needed to go through an RFP process in order to form this type of partnership.
7. Green Sheet Options 	Temte	President Temte reviewed the possible state allocation changes in 2012. Discussion was held regarding basic allocations and institutional priority allocations to consider. Discussions are being held at the MnSCU Leadership Council next week. President Temte will share various recommendations and comments made by the Cabinet to the Council. Questions were raised about Centers of Excellence funding received in FY09, according to an OOC spreadsheet of allocations for NCTC. Jim and Shannon will look into that question.
8. Higher Learning Comm. Visit	Temte	President Temte announced that the Cabinet is scheduled to meet with the Higher Learning Commission team on Monday, April 26 at EGF; time and location will be communicated soon. She encouraged all members to block off their calendar to attend this meeting.
9. TRF Talking Points 	Klug	Discussion was held on a proposed public relations campaign to help curb the rumors and negative publicity that has occurred in the last month in the TRF community, surrounding the cosmetology program suspension. Various ideas were shared and additional information will be gathered for the campaign. Recommendations were made to convene a meeting of leaders in TRF, in addition to the TRF Community Advisory Committee, to share the facts and discuss their concerns. It was recommended that these types of open forums could be scheduled at each campus, including Roseau.
10. Next Meeting Dates		Budget Meeting: Wednesday, April 7, 2010; TRF Campus #735 – 9 a.m. – 4 p.m. Next Regular Meeting: Wednesday, April 21, 2010; EGF Campus, #115; 9 a.m.

11. Parking Lot Items



New items from this meeting:

Carry Over Items:

Carried over from 08-09 meetings:

- Recommendation on use of latex balloons
- Issuing vehicle keys- TRF
- Mahnomen – nursing and other programming
- Grant administration/Record keeping
- Policy on purchase & distribution of promotional items

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
- 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
- Updates on pending grants – TRIO, NSF
- ARRA Grant updates – personnel, etc.
- Update on beverage vendor RFP
- 16-A Purchasing SOP

