



Northland Community & Technical College President's Cabinet Meeting

Friday, April 23, 2010
TRF Campus, Room 735; 10 a.m. – 1 p.m.

MINUTES

Attendees: Anne Temte (first part of meeting), 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

Absent:

Guests: Jerry Schulte, Scott Godfrey

Topic	Responsible Party	Discussion/Outcome
1. Financial Aid Update	Schulte	Jerry reported that due to a \$54,000 decrease next fiscal year in state workstudy funding, he recommended the college reduce the hourly rate to students from \$9.50 to \$9.00/hr, and reduce the maximum hours to work from 15 to 12 hours per week. He believed this recommendation would allow the college to maintain the current level of work study students. Current work study students making more than \$9.50/hour would not be reduced. The change would pertain to any newly hired students. The unused funds could be reviewed in December to determine whether a pay increase could occur for the remainder of the year. Jerry reviewed other changes to the PELL grant and changes to direct lending, which will be in effect July 1 st . He stated that the new changes would mean a shorter turn-around time for students to receive funding. The Cabinet approved the recommendation to reduce the hourly wage and the maximum hours per week.
2. Draft NCTC Fact Book	Godfrey	Scott reviewed each page of the draft Fact Book, and discussion was held on various aspects/data contained in the book. Some changes were suggested, and members were asked to submit any additional changes or comments to Scott Godfrey. Those who worked on the data – primarily Shannon, Ron, and Scott G. were commended and thanked for their hard work on this project. Other types of data (such as retention, transfer, and graduation rates, revenue from COI, Foundation, etc.) will be added as the information is collected.

3. Personal Appliance Fee	Lindseth	Becky reported that a mere \$650 had been collected in FY10 for personal appliance fees. After a brief discussion, it was determined that, due to the minimal revenue it provides, versus the time spent handling the fee collection, this procedure will sunset on June 30, 2010. No refunds will be issued to employees who may have paid beyond that date. The Employee Use of College Property and Equipment Procedure will be revised to reflect the change.
4. 16A Process	Jesme	A revised Standard Operating Procedure was shared and discussed. It will be effective July 1, 2010. The current purchasing policy/procedure will be revised to reflect the changes. The revised policy/procedure will be brought to the May Shared Gov. Council meeting for review. President Temte stated that she continues to receive out of state travel requests after the travel has occurred. Discussion was held on whether the 16A process could be utilized to prevent this from occurring. The current employee travel policy will be reviewed and language may be added to reflect the consequences that violators will face if out of state travel is not pre-approved.
5. Telephone System	Lindseth	Becky reported that the cost to convert to one telephone system will range from \$50,000-\$85,000, depending on the options we choose. Questions were raised on whether there would be a cost savings in having one system. No figure was available, but things such as long distance charges for calls between campuses would be eliminated; we would have one Toll-free number, etc. Scott Fletcher relayed his concerns about fairly frequent power outages at the airport campus, resulting in phone failure. A task group was formed to identify options needed with a new system – Dan, Rocky, Mary, Becky, Bob and Clinton will serve on the task group; Becky will call the meeting.
4. Policy Review	Lindseth, Hron	<ul style="list-style-type: none"> -Emeritus Status Procedure: Proposed changes were rescinded following discussion. -Information System Rights Procedure –revisions approved -Registration Cancellation Policy & Procedure – revisions approved -Loss of Property Procedure & form- approved -Safety Procedure – revisions approved -Acceptable Use of Computers and Information Technology Resources – rev. approved -Acceptable Use of Computers...Procedure – revisions per MnSCU Policy -(New) Cellular and Other mobile Computing Devices Procedure – language per MnSCU policy; Stacey reviewed the portions relating to employees' personal and business use of cell phones and new language related to supervisory approval of bills on a monthly basis. -(New) Security and Privacy of Information Resources – language per MnSCU policy; -Facilities Access Procedure – revisions approved – revision was related to supervisors required to request keys for new employees through the New Employee Grouplink process. -Approved deletion of #5100 Back-up of System Resources and #5120 Software License Agreement.
5. BESIs	Lindseth	Becky reported the following staff have accepted BESIs: Margaret Nelson and Randy

		Kezar (effective May 21), and Ruby Jenson (effective June 1). Brief discussion was held on whether BESIs should be offered to any other groups this fiscal year. It was noted that there is still approximately \$500,000 to cut from the FY11 budget. It was determined that the May 5 th Cabinet meeting needed to be devoted to budget discussions. Kent asked Mary to have enrollment projections/apps data available on May 5 th .
6. Commercial Vehicle Operation Storage Shed	Lindseth	Becky shared a proposal to construct a 60' x 80' shed on the EGF Campus to house semi trucks, trailers, and a future mobile simulation lab, at a proposed cost of \$175,000. She presented sources of funding for the project. It was noted that currently CVO equipment is stored in the carpentry shop. Kent expressed his concern that this decision should not be made at this time due to the budget deficit. Jim stated there may be a way to seek grant funds to cover the cost. No decision was made; needs further discussion and the President's input.
7. Gifts & Door Prizes Info	Lindseth	Becky shared correspondence from MMB and OOC Human Resources Division regarding the acceptance of gifts and door prizes at conferences.
8. Food Services	Lindseth	Becky shared information from Taher on proposed changes in hours of operation for the remainder of spring semester and summer session: Closed May 28-Aug. 22, with the exception of catering for the Aug. 18 in-service workshop; Changes to EGF Campus hours are also being proposed, but were not available. Taher proposes to close the airport campus food service on May 7 th . Becky was asked to propose that Taher remain open at the airport campus through May 13. Language in the food service contract may not require them to remain open if it is not financially feasible to do so. Clinton and Becky will review the contract and respond to Taher's proposal.
9. Mtg. adjourned @ 1:05 pm		
10. Next Meeting		Wed, May 5, 2010; 9 a.m. – TRF Campus, Room 735 – Primary Focus – FY11 Budget Development
11. Items Tabled for next or future meeting		<ul style="list-style-type: none"> 1) Green Sheet Proposal Changes – Temte 2) FY12-13 Biennial Operating Budget – Temte 3) CVO Storage Shed Proposal – Lindseth/Temte 4) Commuter Bus Information – Temte 5) System Strategic Plan 2010-14 – Temte 6) Policy Series Manager Changes- Temte