



Northland Community & Technical College President's Cabinet Meeting

June 10, 2010
EGF Campus, Room 115

MINUTES

Attendees: Anne Temte, Kent Hanson, Cindy Cedergren, Norma Konschak, Shannon Jesme, Mary Fontes, Dan Klug, Becky Lindseth, Steve Crittenden, Stacey Hron, Scott Fletcher, Ron Dvergsten, Clinton Castle, Bob Gooden

Absent: Jim Retka

Guests: Jason Trainer, Paulo Perez, Chad Sperling

Topic	Responsible Party	Discussion/Outcome
1. Delegation of Authority	Konschak	Norma suggested that perhaps an official statement be issued to all employees which delegates the authority of specific duties to MAPE employees. Discussion centered around the Safety Officer's role within the college and the need for that position to have the authority to direct employees when dealing with compliance issues. This may be discussed further at the Cabinet retreat.
2. Out of State Travel	Konschak, Temte	Criteria are needed in order to be consistent in the approval of out of state travel requests for FY11. Two particular requests were discussed. Some of the suggestions for possible criteria were: Program or college accreditation purposes; D2L improvements, presenting at national conferences (enhances reputation); APPA Certification; If all funds are paid from professional development budgets; Grant funded; Club-funded; Student Life purposes; Board members of a Council that meets out of state; Consideration of the number of employees requesting travel to the same event; Examine the purpose of the travel; College mission centered. This will be discussed further at the Cabinet retreat.
3. Fall 2010 In-Service	Konschak	Norma asked for feedback on whether to pursue a speaker for the Aug. 18 In-service – suggestions were CCSSE Faculty – Tom Green or Julie Phelps; or Cindy Clark – Civility in the Classroom topic. Norma and Steve will work together on contacting these potential

		speakers and checking their availability. Another in-service is scheduled in Nov., where one of these speakers could be considered.
4. Swenson House	Temte/ Jesme	Shannon reported she is expecting to receive two appraisals around the end of June. Dan Klug inquired about the proposed selling price of the house. Until the appraisals are completed, President Temte would not speculate on its market value or a minimum selling price.
5. System Strategic Plan Revisions	Temte	President Temte shared information on changes made to the MnSCU system's strategic plan. Discussion centered around PSEO and College in the High School areas.
6. Roundtable – updates from members	All	Each member was asked to provide an update on projects they are currently working on. Topics included: FY10 budget closing; audit findings; UAS grant; Microsoft network; Bonding projects at both campuses; Phase I & II construction projects at TRF; Website updates; Policy review and updates; President's evaluation/work plans; staffing and work processes in academic affairs; monitoring enrollments- calls to applicants; transition in student services positions; direct lending processes; Fall in-service agenda; Distance Minnesota topics, staffing; strategies for low enrollment programs; Foundation Lead Measure Teams; training new Foundation Board members; Alumni development planning; scholarships; working with Digi-Key; Swenson House; marketing topics; Position vacancies/search committees, etc.
7. Applied Educational Lean Facilitator Training	Konschak	Norma shared info on training at Winona State University – this is the same training that several employees attended last year. Becky will share the info with Julie Fenning, in case there are any Lean Team members who missed this training.
8. Policy Review	Lindseth	A revised Procurement and Contracts Policy and Procedure was reviewed briefly and will now go to Shared Gov. Council.
9. Update on Marketing	Trainer	<p>Jason presented a Creative Services team update which outlined the changes and services the team will offer and current projects in progress. It was noted that all information for news releases should be sent to Jason at this time; requests for posters should be sent to Chad.</p> <p>Discussion was held on the development of a new logo - they are contracting with a marketing firm to develop ideas for consideration; the former logo will be phased out as current inventories are depleted. Some members expressed concern that faculty would not have input in the selection of a new logo if it were done over the summer. It was suggested that perhaps administration should ask faculty to select a faculty task group (at the Shared Gov. Council June meeting) to assist the Cabinet in selecting a new logo. Dan stated that if the marketing firm does not develop ideas that we like better than the current logo, the logo will not change at this time. If a new logo is selected over the</p>

		summer, this topic should be shared with employees during all-employee meetings and In-service workshops.
		Jason reported on the various forms of marketing being done over the summer.
10. Web Content Mgmt.	Sperling, Perez	Chad demonstrated the software program that he and Paulo developed that will allow selected employees to update specific web content directly to the website. The COI Division is the first to pilot the software. A plan and timeline for training additional employees will be developed over the next few months.
11. Academic Organizational Chart	Temte	President Temte shared a preliminary draft of the Academic Leadership Team Plan for FY11. More changes are needed before final review.
12. Other Cabinet Retreat topics	Temte	Jim Retka and Scott Fletcher will provide an update on UAS grant activities and progress.
13. Meeting Adjourned at 12:15 p.m.		
14. Next Meeting		Cabinet Retreat at Airport Campus, Room 13 Monday, June 28 - 11 a.m. – 4 p.m. Tuesday, June 29 – 9 a.m. – 4 p.m.

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