

Northland Community and Technical College

President's Cabinet Meeting Minutes

November 10, 2010

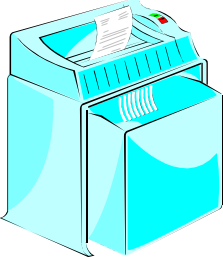
EGF Campus, Room 115


9 a.m.

Attendees: Rocky Ammerman, Clinton Castle, Cindy Cedergren, Dean Dalen, Scott Fletcher, Mary Fontes, Scott Godfrey, Bob Gooden, Kent Hanson, Stacey Hron, Shannon Jesme, Dan Klug, Becky Lindseth, Jim Retka, Gerry Schulte, Anne Temte

Absent: Norma Konschak, Ron Dvergsten, Steve Crittenden, Jason Trainer, Gene Klinke

Guests: Norma Smith, Pat Balstad

Topic	Responsible Party	Discussion/Outcome
1. Crucial Conversations Training	Balstad, Smith	Norma Smith presented information on a 16-hour curriculum she has been trained to teach through VitalSmarts. She offered to train a team of volunteers from college leadership as one of her three trainings to complete the certification requirements. She stated that the best delivery method would be in eight two-hour increments. This training is intense and designed to train individuals in dealing with high stakes-high emotion conversations, learning key communication techniques to work through and resolve critical or difficult issues. A core group was formed to first meet with Norma and design a plan to implement the training: Scott F., Dan, Anne, Shannon, Mary, and Kent. Once a plan/schedule is developed, other parties will be informed and invited to the training.
2. Printer/Copier Info 	Jesme	Shannon presented information on the number of copiers and printers on each campus, the costs associated, and a college-wide summary of FY10 costs and data. College-wide, the cost of copiers was \$141,000; 257,562 pages were printed or copied in October alone. The college has multiple copier leases on each campus, all varying in cost. A goal is to examine the usage, locations, and need for copiers, particularly those whose leases are soon expired, and to cut copier costs in about half over the next year. Small task groups for each campus will be formed to discuss cost reduction strategies appropriate for the campus. Those suggested to serve were: Bob, Clinton, a representative from Student Services, faculty (ask faculty presidents to seek a volunteer from each campus). This topic may be brought to Shared Governance Council for discussion. We may need to provide suggestions to employees for methods of "going green" for classroom and office use. Shannon was asked to gather data on the cost of paper and quantities used per month.
3. 2010 NCTC Fact Book	Godfrey	Scott reviewed the 95-page Fact Book. To clarify some requests, Scott was asked to write up an explanation on why he is unable to track enrollment by campus, with the

		data that is available. The Fact Book will be available in the Data Repository link in D2L once final changes are made.
4. 2010 IPEDS Data Feedback Report	Godfrey	Scott reviewed the data and pointed out certain statistics of interest, in comparison to a group of peer colleges in the nation.
5. Institutional & Div. Work Plans	Temte	President Temte reviewed the process of submitting institutional work plans to the Office of the Chancellor and the incorporation of various division work plans. She submitted the draft institutional plan on November 1 st , and the final is due Dec. 1 st .
6. Facebook Usage by Employees 	Fontes	Mary stated there is confusion among employees on the usage of Facebook on employee computers. The college sends mixed messages when various depts. encourage people to become Facebook fans. Previous decisions regarding Facebook usage were reiterated and Stacey Hron will send out another reminder to employees on the restricted use of Facebook in regard to compromising sensitive data on employee computers.
7. Bullying & Harassment Info	Temte	President Temte reviewed information from the Dept. of Education regarding the college's requirement to ensure students are not bullied. Mary Fontes shared information received from Office of the Chancellor General Counsel office and stated that the college does not require any changes to policies or practices than what is currently in place to address this issue.
8. Definition of Dependent	Lindseth	Becky stated there are new guidelines on the definition of a dependent, related to insurance eligibility. Dependents are eligible for insurance up to age 26 and they are not required to be a full-time student. In regard to tuition waivers for dependents, if bargaining unit language defines "dependent" as something other than the insurance eligibility definition for tuition waiver, that contract's language will be used to determine eligibility. If the contract does not define dependent for eligibility of tuition waiver, the insurance eligibility definition will be used. The change in dependent eligibility will likely increase the college's financial obligations for tuition waivers.
9. Review of Security Rights	Ammerman, Jesme	Rocky reported that he and Shannon are reviewing security rights of employees and asked supervisors to notify them if their employees' duties have changed and require a change in their rights to access various information.
Mtg. adjourned at 11:50 a.m.		
Next Meeting Date		Wed, Nov.24; TRF Campus, Room 735; 9 a.m. – 12 noon