

President's Cabinet Meeting Minutes

June 9, 2011

TRF Campus, Room 735

10 a.m. -12 noon

Attendees: Clinton Castle, Cindy Cedergren, Steve Crittenden, Dean Dalen, Ron Dvergsten, Scott Fletcher, Mary Fontes, Bob Gooden, Kent Hanson, Stacey Hron, Shannon Jesme, Norma Konschak, Becky Lindseth, Gerry Schulte, Anne Temte, Jason Trainer

Absent: Jim Retka, Dan Klug, Gene Klinke, Rocky Ammerman

Guests: Kirsten Michalke (alternate for Jim Retka)

Topic	Responsible Party	Discussion/Outcome
Planning for Government Shutdown	Temte, All members	In-depth discussions were held on various impacts that a shutdown would have on the college operations. The attached document summarizes all the topics discussed that will be shared with the Office of the Chancellor.
Grammar and Writing Courses	Temte, Lindseth	In the event a shutdown occurs, the grammar course could be rescheduled (from June 30) to July 28 and the writing course could be scheduled for August 4 th . President Temte encouraged anyone who feels they can improve their writing or grammar skills to attend, and also encourage or direct their staff to do so as well.
State Fair presence	Temte	President Temte stated that the Office of the Chancellor has asked for more college participation in the State Fair booth. Mary Fontes reported that Gene Klinke, Nicki Carlson, and Nic Thompson are working out a plan to represent the college.
Policy Review	Fontes, Hanson	All members were asked to review the proposed new and revised policies and procedures distributed. Some of the new policies may also be presented at the next meeting.
Meeting Adjourned at 12 Noon		
Next Meeting Date		Thursday, June 30, 2011; 9 a.m. – EGF 115; TRF 735.

Potential Government Shut-down Impact on Northland Community and Technical College

The following items were identified by NCTC administrators and supervisors during their Cabinet meeting on June 9, 2011.

Academic Affairs:

- Consideration may be given to accelerating classes to finish by June 30 if possible, or issue Incomplete grades, or extend classes beyond the scheduled end date. There are 206 students enrolled on both campuses. Summer classes in session would be affected:
 - distance education courses run until July 18
 - 9 classes run or start after July 1st.
 - 11 summer classes are scheduled to continue after June 30.
- College should communicate with faculty and students on potential shutdown; encourage faculty to not make statements related to refunds, etc., until we have direction from MnSCU.
- Testing Center – will eliminate access for current and non-Northland students.
- Students at clinical sites (particularly those out of the area) would be impacted; what consideration would be given to them for living expenses associated with clinicals and internships?
- Issuing grades for summer classes might be delayed

Aviation:

- Potential penalties regarding the Dept. of Labor Federal grant if the UAS program fails to start in August
- Large amount of facilities work needed in order to begin the program on schedule.
- July is peak time for student registrations, tours, etc. We may need to contact prospective students and encourage them to register before June 30th.
- High-stakes testing appointments would need to be rescheduled – potential of lost revenue.

Management Education:

- Concerned about the need for off-site faculty to return equipment, keys, vehicles, etc.
- FBM spring semester ends June 30; grades have been recorded.

Center for Outreach and Innovation CE/CT:

Total potential loss of revenue will be more than \$30,000. Activities impacted:

- Robostorm Camp at EGF Campus in July
- Access to scheduling Certified Nurse Assistant Testing on-line
- Motorcycle Training Courses in July
- 6major customized training contracts with businesses

Facilities-EGF:

Concerns include:

- Mowing
- building checks
- current contracted projects are projected to be completed by June 30th

Facilities – TRF:

- Thief River Falls Arts Council's use of theater and surrounding rooms for summer rehearsals and productions through the end of July
- Need to notify other external organizations scheduled to use facilities to plan for alternative locations
- Roseau Site would be closed.
- Security issues:
 - Will Adult Basic Education and Workforce Center remain open without campus staff?
 - Can the radio station close, or is that against FCC regulations?
- Mowing - city would maybe mow and bill us
- Construction projects in progress
 - Automotive/Auto Collision
 - Roofing projects – projects would be delayed and may have an impact on fall semester start
 - Aviation projects would be delayed – some is contracted work, some is planned work for internal maintenance staff.
- Facilities may experience overtime or the need to hire additional staff in order to complete the planned summer projects in time for fall semester.
- Processing monthly utility bills

- Contracted food service (Taher) – receipt of food or products during shutdown.
- Questions about use of MEC property (Multi-Events Center, a joint powers agreement with City of TRF, Pennington County and TRF School District), such as baseball/softball and soccer fields - delegate authority for use of MEC?

Federal Grants: Potential issues in meeting grant requirements

- Dept. of Labor – UAS
- ARRA – Stimulus
- Perkins
- MHEP Hazard Materials
- Corporation for Public Broadcasting
- MSHA

Finance Division:

- SWIFT conversion (accounting and payroll system)
- ISRS
- POS system conversion – accepts on-line payments & uploads to student accounts. Extensive staff training is scheduled in June and July and is required for implementation
- Concerned about checks not being receipted/deposited
- Federal dollars – pull-downs or reimbursements required
- Bills must be processed for payment
- Busiest time of the year, with fiscal year-end processing
- Impact on FY12 budget: budget is based on enrollment assumptions; if assumptions aren't met, the budget will be impacted.

Foundation:

Solicitation and processing of scholarship applications would be impacted.

Human Resources:

- Processing of HR functions: payroll, unemployment claims, workers compensation claims, communicating with employees when business returns to normal.
- Will shut-down require lock-out - or can employees access building and volunteer their time?
 - If lock out, do we need to collect keys & equipment in employees' possession?
 - Liability issues if employees are volunteering their time – on or off-campus?
 - Will laid-off employees have network access while on lay-off?
- Seasonal employees that have paid summer balloon insurance payments – are they refunded? By whom? When?
- Voice mail, switchboard, Email Auto-reply messages and website need to communicate shutdown information.
- Incoming Mail – will post office hold the mail?
- What happens with employee leave already approved in the e-time system? Will leave requests after June 30 be rescinded?
- Relocate University of north Dakota TRIO employee located at EGF
- Questions regarding
 - Employees currently on FMLA
 - Employees out on Worker's Compensation

Information Technology:

- Potential of IT projects not being completed and ready for fall semester – such as:
 - computer replacements
 - email migration
 - conversion from Novell to Microsoft
 - conversion from Groupwise to Outlook
 - installation of computer lab at EGF
- Delay of required training for IT employees and conference attendance.
- How will FY12 IT equipment purchases be received if no one is on duty?
- College serves as state hub for phone system; what are the potential issues?

Marketing/Public Relations:

- Impacts the progress of completing recruiting marketing pieces for fall
- may impact Viewbook completion
- website construction for radio station is under contract; contract may be disrupted
- media advertising must continue for fall recruitment.

Student Services:

- July is the busiest time of year in admissions and registrar's office. Impact on:
 - Appointments
 - Tours
 - transcript releases for students transferring to other institutions
 - training for staff; website updates;
- Potential impact on implementation of Students First.
- Impact on athletic recruiting efforts
- Athletic camps scheduled in July – will need to be cancelled, refunded
- Assessment dates are set for July – may need to reschedule students, or fit them into current June sessions or add additional June sessions.

Financial Aid:

- Summer session won't be impacted
- Heavy foot and phone traffic in mid-July, with a potential of 1,000 students served during period from mid-July to start of fall semester
- Shutdown may delay financial aid processing and disbursements for fall semester.
- There is an obligation to the federal government; potential of sending back financial aid.
- Summer workstudy students need to be notified.

Other:

Reschedule Grammar course on June 30 for July 28; Schedule writing course for August 4th.

Notes recorded by Cindy Cedergren and Becky Lindseth