

MMA/MAPE COM. PLAN Advisory Council Meeting Notes
Friday, September 12, 2008
11 a.m. – 12 Noon
TRF Campus, Room 545; EGF Campus, Room 106; Roseau Site

Members Present: Pam Schorsch, Karla Anderson, Kirsten Michalke, Susy Dowers, Michelle Benitt, Nicole Hagen, Becky Lindseth, Kent Hanson, Anne Temte; Cindy Cedergren, Recorder.
Absent: Dave Olsen, Kristi Lane

Introductions and Purpose: Council members introduced themselves to the group. President Temte stated that the purpose of the Council is to have dialogue about concerns of those in each of the respective areas of the college they represent: Student Services, Administrative Services (Inc. Facilities, HR, and Technology), COI, Foundation, and Roseau Site.

Aviation Program: President Temte provided an update on the status of the aviation program. She reported that it was a hard decision to suspend the program last year, and a hard decision to reinstate it over the summer. She reported that the aviation marketing campaign was paid for from special MnSCU funds, not the college's budget. She reported there are currently 11 new students, 13 second-year students, and 4 new students enrolled for spring semester. An Aviation Director position will be posted soon, which will be funded by the balance of the MnSCU grant, the sale of excess of equipment, and reserves if needed. Susie Dowers stated that the goal is to have 50 new students enrolled next fall. She reported that faculty members are visiting high schools this fall to recruit for next year.

Recruitment and Retention: President Temte reported that many ideas were tried during the aviation marketing blitz that will now be used for other program marketing efforts. She asked that members share ideas that they hear from the student population on what they like or what makes an impact on their decisions.

Enrollment: We currently have a higher headcount over last year, but a decrease in FTE's. More students are taking less credits – probably because there are jobs available in this area.

Issues/Ideas from Council Members:

- Susy Dowers stated there is a growing need for training students for wind energy fields. It was noted there are six colleges identified as alternate energy providers.
- Kirsten Michalke reported on the \$250,000 donation to the Foundation that did not materialize, for the purpose of initiating a Youth Leadership program through COI. The college is moving forward with the development of this program, and seeking funding sources from other organizations and individuals. This program will be designed for 14-15 year olds. Kirsten reported on the Extreme Entrepreneurship Tour here on Oct. 6, as well as the partnership of the Entrepreneurship Program with COI, the Small Business Mgmt., and Business programs.
- Michelle Benitt stated there is a need for more clear policies/procedures regarding gift donations to the college, or specifically, individual programs (non-cash,

equipment, supplies, etc). She stated that all gifts made to the college should be reported on an Annual Gifts and Grants Report which she submits to the Office of the Chancellor. Dan Klug will begin his duties as Foundation Executive Director on Oct. 1st.

- Pam Schorsch inquired as to whether or not new faculty are assigned mentors to assist them in learning college processes, etc. President Temte stated that some faculty members volunteer to serve as mentors for new faculty, but they are not assigned, nor are they compensated for this service. Discussion was held on whether a checklist should be developed which contains the “must do’s” for new employees. Becky Lindseth reported that all new employees are given a checklist of tasks that need to be completed in order to be given access to computers, email, phones, etc. The employee’s supervisor is responsible for working with the new employee in getting those tasks done or provided the information they need.
- Nicole Hagen reported that she is working with 20 students starting a new nursing co-hort at the Roseau site.

Communications: President Temte stated that at each meeting, members will be encouraged to share any thoughts, concerns, or good news about the respective areas, or on any college-wide issues. She wants more insight on what members are seeing at their level of service. Cindy Cedergren will request agenda items prior to each meeting. Each member should feel free to add discussion items of their choice. Meeting notes will be posted on Virtual Office.

President Temte will be in St. Paul on October 9th, when the next meeting is scheduled. Kent Hanson and Becky Lindseth will convene that meeting.

Agenda item for future meeting: Standardized business hours – President Temte asked members to discuss within their groups if they believe the college should set standardized business hours, as many other governmental agencies do, and what those hours should be. She asked members to bring back the opinions of their respective groups.

Meeting adjourned at 11:50 a.m.

Next Meeting: Thursday, October 9, 2008 at 11 a.m.; TRF Room 545; EGF Room 106; Roseau Site

Cindy Cedergren, Recorder