

**President's Administrative Council Meeting
October 5, 2006
EGF, Room 106**

Present: Anne Temte, Kent Hanson, Jeff Thomas, Shari Olson, Becky Holthusen, Mary Fontes, Mike Normandin, Dennis Bendickson, Dennis Paesler, Stacey Hron, Bonnie Stewart (via polycom); Cindy Cedergren, Recorder.

Veterans' Service Centers: Dennis Bendickson reported on recent presentations on campuses by local veterans' organizations on how to assist military personnel returning to the college or community. There is a request to set up a Veterans' Service Center on campuses, requiring office space.

Policy Review:

- 1) **Institutional Record of Student Complaints:** Discussion was held on policy and procedure. They were accepted with minor changes – will go to SGC for first reading, and posted on virtual office. Complaint log is still in progress.
- 2) **Gifts-in-Kind Policy and Procedure:** Second draft discussed and reviewed; Dennis Paesler expressed some concerns – he will communicate with Bonnie Stewart on any changes needed. On hold for further revisions and final review.
- 3) **MnSCU Policy 1B.1 (Non-discrimination in Employment and Education Opportunity):** Amended language on consensual relationships has been added, effective 11/1/06; Becky will make any necessary changes to the NCTC policy, and will also communicate this information to college employees via email.
- 4) **Registration Cancellation Policy and Procedure:** Mary Fontes recommended that the current policy and procedure be moved to the Finance Policy Series. Cindy will make the policy number changes on the web.

Labor Relations Platform Task Force Survey: Two responses had been received from PAC members; anyone else with feedback on MSCF contract language should forward them to Cindy no later than Oct. 13th.

Shared Governance Council Agenda: Items involving other PAC members were discussed: 1) Integrated Planning and Budget Calendar; 2) Credit Cards 3) Charge-backs; 4) Marketing, Recruiting, Retention Plans, Advising roles; 5) Campus Security; 6) Board of Trustees' Award for Excellence in Teaching.

Dist. 7 Congressional Meeting: Regional meeting with Congressman Collin Peterson on Oct. 12 in Willmar. Mike Normandin was given the details, as he may be interested and available to attend.

Stars of Education Awards – Info given to Kent, Mike and Jeff for review.

Leadership Council Report: President Temte shared information on various topics discussed, such as: \$270 million MnSCU budget request to Legislature, including a 4% tuition increase; Action Plan for system is now available on MnSCU website; Labor Relations Regional Training – Becky was given info and asked to recommend who might benefit from this training, and share the details as deemed necessary.

Friends Action Network (FAN): President Temte discussed this grassroots network of faculty, students, staff, alumni and community members committed to building public support of the MnSCU system's annual legislative request. E-mails will be sent from the president to students, faculty, and staff. The web site for FAN is www.fan.mnscu.edu.

Board of Trustees' Awards for Excellence in Teaching: We may nominate one faculty member from the college. Shared Gov. Council will be asked to form a nomination committee. Details will be copied to Kent and Academic Deans.

Integrated Planning Update: Shari Olson reviewed budget request forms currently found on virtual office in draft form. Employees will have 5 weeks to submit requests for consideration in the FY08 budget. PAC members were asked to provide feedback to Shari on additional changes or questions about the process or forms. The link is: http://www.northlandcollege.edu/VirtualOffice/employee_id001/planning/budgetrequest/index.php. She will send the link to faculty after final revisions have been made next week.

EGF Campus Management Team: Mary Fontes inquired about topics discussed at the last EGF Campus Management Team; ie.-Purchase of additional college vehicles; and an inquiry about having a Testing Center at the EGF Campus. It was determined that these examples were college-wide decisions that should be brought to the PAC or Cabinet. The Campus Mgmt. Teams may discuss such issues if members wish, and make recommendations to the PAC or Cabinet. The roles of the Cabinet and the PAC will be discussed at the PAC Retreat on Oct. 31st.

October 19th Support Staff In-Service Workshop: Mary and Becky briefly reviewed a list of topics to be covered at the workshop in EGF.

Student Satisfaction Survey: Mary Fontes inquired as to whether the surveys should be compiled as a college or campus based, as forms need to be ordered this fall. It was determined that the surveys should be compiled by campus to best analyze the findings and determine actions needed on individual campuses.

Student Photo ID's: Mary Fontes expressed concern about the lack of campus procedures for students to obtain student ID's for clinical requirements. At EGF, the Library handles this process, but there are no procedures in place to ensure that students getting ID's are truly current students. Mary may bring this back for further discussion.

AED's – Becky Holthusen reported on last year's purchase of automated external defibrillators – (4 for TRF facilities, 2 for EGF). The units have been installed at EGF,

but not at TRF. She is working with Dan Sponsler and Kathy Huschle on protocol requirements. The PAC determined that we would not purchase \$300 upgrades for the machines, due to programming changes. Dan Sponsler is handling the re-programming process. Becky will send the draft procedures to PAC members. She noted that the protocol requirements are very detailed and strict and must be followed to both maintain the machines and to legally provide this service.

Code of Ethics in Purchasing: Dennis Paesler shared the outcome on an employee issue discussed at the last meeting. Employees cannot be hired by the college as independent contractors.

Meeting Schedule Changes:

- Cancelled Oct. 19th PAC meeting, due to Support Staff Workshop;
- PAC Retreat on Oct. 31 at Swenson House – starting at 9 a.m.;
- Cancelled Nov. 2nd PAC meeting, due to retreat the same week.
- PAC Meeting on Nov. 16 (TRF) – Master Facilities Plan presentation with Sally Grans (OOO).

Meeting adjourned at 11:45 a.m.

Cindy Cedergren
Recorder