



Northland Community & Technical College

President's Administrative Council Meeting

November 30, 2006; 9 a.m.-12:15 p.m.

EGF Campus, Room 106

MINUTES

Attendees: Anne Temte, Kent Hanson, Shari Olson, Bonnie Stewart, Becky Holthusen, Jeff Thomas, Mike Normandin, Mary Fontes, Bob Gooden, Clinton Castle, Dennis Bendickson, Lindsey Wangberg, Ron Dvergsten, Cindy Cedergren.

Absent: Dennis Paesler, Kirsten Melby

Topic	Responsible Party	Discussion/Outcome
Call to order	Anne Temte	
1. Veterans' Services Office Space	Dennis Bendickson CMT	Discussion held on where to locate an office and gathering space for veterans on TRF Campus. Venture Center and Placement Offices were discussed. Topic referred to TRF Campus Management Team to develop a plan.
2. Policy Review	Cindy Cedergren	Credit Card Policy was tabled until next meeting. Revised Satisfactory Academic Progress Policy was distributed to those in academics field. Student ID Badge policy and procedure was discussed. One grammar change made. Ready to post draft & go to Shared Gov. Council.

3. Thefts on Campus	Becky Holthusen Jeff Thomas	Discussion was held on whether or not college employees should continue to investigate thefts of personal property on the campuses to the degree they currently are being handled. It was determined that Jeff Thomas would visit with Kevin Stuckey to see if the investigatory practice could be incorporated into the Criminal Justice program or utilizing campus security officers to view security camera tapes. Another suggestion was to employ a retired law enforcement officer on an as-needed basis. The campus Safety Committees will also discuss this matter. Jeff and Becky will report back at a future PAC meeting with any resolution to this topic.
4. Standardizing Furniture Purchasing/Contracts	Bob Gooden & Clinton Castle	Bob & Clinton reported on plans to develop a schedule for replacement of furniture in classrooms and offices college-wide, and developing a standard operating procedure for ordering furniture through vendors to achieve best prices, instead of ordering for individual campuses.
5. Facilities Committee	Bob Gooden & Clinton Castle	Bob & Clinton reported that a Facilities Committee is being developed at the TRF Campus, with membership from faculty, IT, union stewards, Academic Dean, Student Services Dean, Electrician, and Groundskeeper. The committee will mirror the EGF Campus Facilities Committee, although EGF's committee is working primarily on the bonding project this year.
6. Suggestion Boxes	Mary Fontes & Dennis Bendickson	Mary reported on a Retention Committee recommendation to develop an electronic suggestion box on the website for students to voice their "suggestions for improvement", in addition to dusting off the existing physical suggestion boxes located somewhere on the campuses. The PAC supported the idea. The Deans of Student Services will handle the arrangements needed with the IT and Maintenance Dept.
7. Publishing Housing Information	Anne Temte Lindsey Wangberg- publications Stacey Hron - website	Anne stated that all information that states or implies that Campus Courts in TRF belongs to the college needs to be scrubbed. In various college and MnSCU publications and websites, Campus Courts is mentioned for available housing. We cannot advertise Campus Courts, just as we don't advertise for other private owner's rental units.
8. Strategic Plan 2006-2010 Directions	Anne Temte Ron Dvergsten Bonnie Stewart	The strategic directions for 2006-2010 were reviewed in detail, and minor changes were made. Ron Dvergsten and Bonnie Stewart will develop a new goal under Direction #4 regarding entrepreneurial education. This document will be discussed at Shared Governance Council in December. Anne and Shari Olson will develop a chart laying out how the individual program objectives will fit into the Strategic Plan for SGC meeting. In 2009, this plan will be reviewed and revised for the next 4-5 years. Anne asked members to forward her names of individuals or businesses that she should get to know. Mary mentioned that the N.W. Minnesota Counselors' Association will meet in January in TRF.

9. Campus Management Teams	Anne Temte Kent Hanson	Anne reviewed the recommendations/discussion held by the CMT Subcommittee. Discussion was held on the request for a budget. Anne and Kent will develop a budget by moving discretionary funds from their budgets. Discussion was held on charge-backs to departments for overtime charges when needed (next year).
10. Staffing Concerns	Dennis Bendickson	Dennis reported that additional staff time for counseling & advising is needed in TRF. He also noted that work study students are currently working in the student recreation room and the Fitness Center, under the supervision of a MAPE employee. Discussion was held regarding institutional work study funding and how we utilize it. No resolution.
11. Proposal for Standard Operating Procedure for Committee Minutes	Cindy Cedergren	Cindy shared a proposal for procedures in recording and distributing of committee minutes, for all college-wide and campus committees to follow. One minor change was made. This will be shared with faculty at the Dec. SGC meeting, with all employees, and posted on Employee Virtual Office.
12. Task Force on Laptops	Stacey Hron & Ron Dvergsten	Stacey requested that a college-wide task force be formed to identify changes needed in policies and practices related to student laptop purchase requirements, and make recommendations for future direction. Ron Dvergsten graciously accepted a request from Anne to lead the task force, and Stacey will work with him to get the group formed.
13. Vehicle Fleet	Clinton Castle & Bob Gooden	Discussion was held on whether or not the college needs additional vehicles available for employees to check out. A task force made up of Bob Gooden, Clinton Castle, Karla Anderson, Gerry Schulte, Margaret Nelson, and Karen Meine will meet to discuss this topic. Bob and Clinton will report back at a future PAC meeting.
14. Continuity of Operations Plan	Becky Holthusen	Becky reported that the federal government is requiring colleges to develop a Continuity of Operations Plan which will include the Pandemic Plan, in addition to Emergency Preparedness and Crisis Intervention Plans. She will work with the current Pandemic Plan Committee chairs to develop these plans. Proposed deadline for completion is December, 2007. She noted that Flu Shot Clinics are scheduled in EGF on Dec 4, and TRF on Dec. 5 th .
15. Student Life Activities on Week-ends/Holidays	Jeff Thomas CMT	Jeff expressed concern that students who are not able to travel home during week-ends or holidays are not offered anything from the college, such as activities, holiday meals, etc. He felt that the college has an obligation to provide something for these students. Host families were suggested; open gym, library hours, computer lab hours, etc. This topic was referred to the Campus Management Teams to discuss ideas and recommendations.

16. Budget Requests for 07-08	Jeff Thomas Shari Olson	Jeff relayed concerns from employees having difficulty with the budget request forms in Virtual Office. Shari Olson will work with IT to develop a training session for employees in the near future.
17. Credential Field On-Line Software	Becky Holthusen	Becky reviewed a new MnSCU process that will require academic deans to evaluate faculty credentials on-line, to determine whether they meet minimum qualifications before hiring. She will meet with the Deans next week to go through the process in detail.
18. Safety Update	Becky Holthusen	Becky reported that both campus Safety Committees are meeting. New campus maps are being developed; Mock safety inspections were conducted by Janet Altman and expect her written report by mid-December. Lockdown drills are being planned for Jan. 11 th ; EGF- a.m., TRF- p.m. Faculty will be briefed on the drill at the Jan. 10 th in-service workshop, and Becky will send an email to all employees explaining the drill and the procedure to follow. The Safety Committee members are involved in the drill. Jim Jesme will act as the intruder. Severe weather drills are scheduled for April 12 th , and fire drills on October 7 th .
19. Personnel Update	Becky Holthusen	Becky reported on various position vacancies and searches in progress.
20. All Employee Meetings	Anne Temte Supervisors	Anne will call the meetings on each campus and she, along with designated supervisors will report on various college and campus issues. Each meeting will include an opportunity for employees to submit questions anonymously for the Pres. and/or supervisors to address at the meeting. December meetings scheduled: EGF – December 11 at 12:15 p.m., TRF- December 18 at 3 p.m. (time changed from previously stated)
21. Next Meeting		Thursday, December 21, 2006 at TRF Campus, Room 654; 9 a.m. -12 Noon; Employee holiday potluck to follow.