



## Northland Community & Technical College President's Administrative Council Meeting

December 21, 2006; 9 a.m.  
TRF Campus, Room 654

### MINUTES

Attendees: Anne Temte, Jeff Thomas, Mike Normandin, Mary Fontes, Dennis Bendickson, Dennis Paesler, Shari Olson, Becky Holthusen, Kirsten Melby, Lindsey Wangberg, Bob Gooden, Clinton Castle, Ron Dvergsten, Cindy Cedergren

Absent: Kent Hanson, Bonnie Stewart

Topic	Responsible Party	Discussion/Outcome
1. Application for College Employment	Becky Holthusen	Becky asked for feedback on whether the college should require an employment application form for unclassified positions. Discussion was held on the pros and cons. Jeff Thomas, Kirsten Melby, and Becky Holthusen will work on details of the application.
2. Football team data request	Anne Temte Dennis Bendickson	Anne reported on a request from a St. Paul TV station on various data regarding football team players, such as retention and graduation rates. She thanked Dennis Bendickson for compiling the information quickly. The information was forwarded to Linda Kohl at the OOC for her to submit with all the colleges' data. The NCTC data was discussed.
3. Midwest Institute for International & Intercultural Education	Anne Temte Jeff Thomas Mike Normandin	Anne forwarded a membership request for this organization to Jeff Thomas & Mike Normandin and asked them to forward their opinions on whether we should become a member.
4. Request from the Office of the Chancellor	Anne Temte & Deans	Anne reviewed a request from Linda Kohl for bullet points on how NCTC would utilize additional funding if received from the Legislature, and what we would not be able to do without the funding. Anne will visit with various supervisors to develop the responses by

		Jan. 13 <sup>th</sup> .
5. Ideas for Tuition Relief	Anne Temte	Anne shared an idea being used by Minn. West for tuition relief for students. She asked for ideas and advice on setting next year's tuition rates. Discussion was held on setting differential tuition for high-cost programs. Dennis Paesler will provide the source for data on other colleges' tuition rates per course. A discussion group was formed to discuss this further - Brenda Dale, Shari Olson, Lindsey Wangberg, Dennis Paesler will be included – others may be added. Anne will gather more info about the Minn. West idea.
6. Reasonable Accommodation Policy	Becky Holthusen	A draft policy was distributed and some changes were suggested. Becky will separate the policy and procedure and re-distribute to members for review again on Jan. 4 <sup>th</sup> .
7. Lockdown Drill	Becky Holthusen	Becky reported on plans for the drills on Jan. 11 – a.m. in EGF, p.m. in TRF; Kevin Stuckey will brief faculty at the Jan. 10 <sup>th</sup> in-service; other employees will receive instructions via email on Jan. 8 or 9. Safety committee members are involved in the drill. Following the drill, employees will be asked to provide feedback on improvements needed for the lockdown procedure. All parties using the college facilities on Jan. 11 <sup>th</sup> will be informed of the drill.
8. Sabbatical Applications	Becky Holthusen	Becky reported that 8 applications were received by the December deadline. The college receives allocation for up to 8. Applications were for (2) full-year, and (6) one-term sabbaticals.
9. Prairie Grains Conference	Ron Dvergsten	Ron reported on the Mgmt. Dept's involvement in the conference held at the Alerus Center in Grand Forks. 500+ in attendance; FBM faculty presented 4 sessions; great marketing exposure.
10. Credit Card Policy & Procedure	Cindy Cedergren	Cindy distributed a draft policy/procedure for first review. Any suggestions for change must be submitted to either Cindy or Gerry Schulte. Dennis Paesler will check on a couple of items that were questioned.
11. PTK Scholarship Opportunity Information	Anne Temte	Information will be copied to Jeff and Mike for review and dissemination to PTK advisors.
12. Summer Day Camp	Lindsey Wangberg	Lindsey reported that the Grand Forks YMCA will sponsor summer day camps at both TRF and EGF Campuses next summer, for ages 6-12. She asked for ideas on academic programs that could be involved in the activities for the day camps.
13. TRF Campus Office Relocations	Clinton Castle	Clinton reported on the office relocation schedule for various employees – several of them scheduled within the next two weeks of break.
14. Next meeting		Scheduled for Thursday, Jan. 4, 2007 at 9 a.m., EGF Campus, Room 106.