

Executive Council Minutes
July 13, 2006; EGF, Room 106; 9 a.m.

Present: Anne Temte, Dennis Paesler, Dennis Bendickson, Kent Hanson, Mary Fontes, Mike Normandin, Bonnie Stewart, Cindy Cedergren.

President's Update:

Dr. Temte commented on the need for promoting a "one college" image. She wants to see cross-campus supervisors involved with the individual campus management teams, either in person or via videoconference. She stated that Kent needs to be more visible on the TRF Campus, and she will do the same at EGF. She plans to meet with each member of the Council individually by the end of August to review their roles, goals, and staffing, and she will also meet with each dept.'s support staff as a group.

Dr. Temte will brief the Council on issues being discussed at the MnSCU level – Leadership Council meetings and Board of Trustees meetings that she attends each month.

Dr. Temte received a notice from MnSCU stating that NCTC's first draft of the Pandemic Avian Flu Plan was among the most complete and well done plans submitted to MnSCU. Thanks go to Becky for coordinating the committee reports and submitting the draft plan, and the committee chairs and members for their work. Our plan will be posted on a MnSCU website and available to other colleges writing their plans.

Dr. Temte stated she wants all administrators to use the State of Minnesota Administrators Biweekly Time Report form from now on. Cindy will distribute electronic copies of the form to all administrators.

University of Minnesota Health Education Center – Dr. Temte shared correspondence from the U of M regarding a partnership invitation to promote rural health educational opportunities. Kent was supportive of the idea and will review the materials and respond to the invitation. Background on past and present relationships with U of M-Crookston was shared with Dr. Temte.

Foundation Update: Bonnie Stewart reported that they will continue to have one Board of Directors, including representatives from both TRF and EGF communities. She reported that they have 3 new Board member nominations from the EGF community so far, and are seeking more. The nominating committee meets next week, and new board members will be elected at the annual meeting in October. The Board should consist of approx. 12-16 members, and have committees on each campus for alumni, fundraising, and scholarships. Term limits for Board members is being considered at the Foundation's Executive Committee level. Anne and Kent will plan to attend all quarterly Board meetings, the next one being July 24th at 5:30 p.m. at Ty Birkeland's home in TRF.

Other Foundation events planned:

August 21 - Foundation-EGF Kick-Off. at EGF Campus/Heritage Church; Picnic style/corn feed; 5-7 p.m. Open to the public, invitations also being sent.

August 23 - Employee Appreciation Luncheon – TRF Campus

August 24 – Employee Appreciation Luncheon – EGF Campus

August 28th - Biker Bob's Ride for Part-time Student Scholarships; 8:30 a.m. breakfast reception at TRF Campus; Leave for EGF at 9 a.m. Kent, Mary, and Anne expressed interest in riding with Bob to EGF. (Hope you're training!) Reception at EGF at approx. 2 p.m. The event will be promoted by Anne on KTRF's Coffeetime program on Aug. 3rd. Students, employees, and general public will be encouraged to participate in the receptions and/or bike ride.

Dr. Temte stated that all donations of equipment or in-kind services to the college should flow through the Foundation from now on. Dennis Paesler was asked to draft a policy/procedure for review at the next meeting. (It was noted that Alexandria TC may have a similar policy).

Budget:

FY07: Dennis Paesler presented the proposed FY07 budget. The equipment budget available for depts. was restored to \$404,241, not including the technology equipment cost centers. Discussion was held on MSCF Staff Development budget – Kent and Mike will review the funding allocation process with EGF faculty leadership. We need to review and monitor FYE's generated from the Roseau site. Dr. Temte will meet with Earl Frazer to discuss Plant Operations equipment needs for FY07. At the next meeting we will finalize equipment budgets; and hopefully report on a donation for equipment at the Roseau site.

FY06 Budget: Projected Carry Forward \$500,000; Possible Surplus \$33,726

FY08 Budget – Need to start working on this in January.

In-Service Workshop Schedule: Cindy Cedergren presented a draft schedule for Aug. 22, to be held at TRF for all faculty. Minor changes were made to the draft. Kent requested that the schedules be mailed (and emailed) to all faculty. The agendas for Aug. 23 will be developed by the CTL reps on each campus. A revised draft of Aug. 22 is attached. Keep in mind that it is subject to change.

Internship: Mary Fontes is working with MnSCU on an agreement for a college intern to be assigned in the EGF Campus Counseling/Student Services Dept.

Staffing: Mary Fontes led a discussion about the hiring of additional staff within the college. Dr. Temte agreed that all proposals for hiring additional staff on either campus should be discussed at the Exec. Council meetings. Discussion was held on the idea of auditing current positions by an external consultant.

Pioneer News: Mike Normandin will draft a calendar for writers of the weekly front page articles, rotating among administration and campuses.

Next meeting – Thursday, July 27 at 9 a.m., TRF Campus, Room 515

Cindy Cedergren, Recorder