

Executive Council Minutes

July 27, 2006

TRF, Room 515

Present: Anne Temte, Kent Hanson, Shari Olson, Jeff Thomas, Mike Normandin, Mary Fontes, Becky Holthusen, Bonnie Stewart, Dennis Bendickson, Dennis Paesler, Cindy Cedergren.

President Temte:

Anne inquired about continuing various membership fees for organizations that come to her office's attention. She may periodically inquire if certain memberships benefit anyone or any dept. as they come up. The League of Innovation membership will be renewed; she will talk to Kathleen Nelson about the purpose of the Council of North Central Colleges.

Dr. Temte mentioned that the college appears to have some informal or gentlemen's agreements that have been in place for years, but she felt that we may need more formalized contracts in various areas.

Equipment – Discussion was held on the list of equipment for plant operations, and Earl Frazer was brought in to clarify questions. The high-reach truck could possibly be funded in the future through a lease/purchase agreement. The \$404,000 equipment budget was divided as follows:

- Academics \$280,000 for both campuses
- EGF Student Services \$27,530 (includes Nelnet membership)
- EGF Facilities \$11,828
- TRF Student Services \$3,000
- TRF Facilities \$27,500
- EGF-Kent-Campus Improvements \$8,000
- Total \$357,858
- Approx. reserve \$46,000

It was noted that Roseau site equipment totals \$85,000, of which only \$30,000 is included in the budget. A group is going to meet with the prospective donor in Roseau today to supplement the equipment costs.

2006-2010 Target Setting For Action Plan Measures Report – Document from Linda Baer (MnSCU) is due by Aug. 11th. Kent will conduct a meeting next week with academic deans, student services, and Foundation to work on the report. Shari Olson will complete the COI portion when she returns from vacation.

College Organization: President Temte expressed the importance of thinking and conducting ourselves as “one college”. She shared a draft of guiding principles for college leadership that she plans to share with all employees. She sees her role as

president to be more external than internal. She noted that we need to start working on the accreditation requirements for 2009-10, and budget planning for FY08 should also start soon.

President Temte introduced a proposed plan for reorganization of administration. She is proposing that Kent Hanson will serve as Vice President of Instruction and Student Services; spending two days a week at the TRF Campus; Shari Olson will serve as Vice President of Administrative Services, which will consist of overseeing Fiscal Services, Facilities, Auxiliary Services, Technology, and Planning. Anne asked for feedback on the proposed structure, either at today's meeting, or individually if desired. She will present more detailed information at the next meeting.

Human Resources:

Becky Holthusen informed the group of MnSCU's Decision Maker Training scheduled in St. Paul on Sept. 27th. It was noted that Mike, Ron D, Bonnie, & Anne are the administrators who have not attended the training, and Kent indicated he may need a refresher course. Registrations are due to MnSCU by Sept. 13. Becky will email the information to individuals needing it and they can submit their registrations individually.

MnSCU Orientation for New Administrators- Bonnie Stewart should attend this training on Oct. 5 in St. Paul.

New Employee Orientation: Scheduled for Aug. 16-17; Aug. 16 designed primarily for new faculty –held at EGF Campus and coordinated by Bonnie Andrys; Aug. 17 is designed for all new employees – held at TRF Campus, with the HR Dept. coordinating the agenda.

Nelnet: Becky shared information about a program that will develop forms for use on-line, which can be utilized college-wide. Mary Fontes has included in the Student Services budget, and she and Becky will see that the agreement is reviewed by Dennis Paesler and submitted by July 31st. Anticipated cost is \$2,000 initial fee, plus annual maintenance fee of \$500, and includes on-site training.

Pandemic Planning Meeting: Becky reported on a regional meeting where she and six other college reps presented their draft plans. Anne Temte asked if Julie Olson was a resource for producing PowerPoint presentations when assistance is needed in that area.

Affirmative Action Plan: Plan is done, meeting MnSCU's July 31st deadline. Becky will share the plan electronically with administration.

Leadership Academy: Becky informed the group that she, Gerry Schulte, and Stacey Hron will be attending their second week of Leadership Academy next week in St. Paul.

Personnel Update:

Retirements: Earl Frazer will retire on Sept. 6th. Becky, Anne, and Shari will meet to review his job description and the organizational structure of the facilities dept.

Donna Quam will retire in December. Application deadline for the Financial Aid Director position has been extended and location of ads expanded to attract a bigger applicant pool.

Finance:

Dennis Paesler distributed a handout which outlined the MnSCU and NCTC requirements for purchasing supplies, material and equipment of various values.

FY08 Capital Budget Requests: Dennis Paesler reported on a capital budget request that is due to MnSCU by August 15th. We must submit a preliminary list of projects and cost estimates that we may be submitting for funding later this year. Kent is working on the EGF list with his facilities committee, and Dennis Paesler, Earl Frazer & Cindy Cedergren will work on the TRF list, and incorporate the two for the college request.

Donations: Dennis Paesler reported on results of his inquiry about donations to the college. He noted that if the college accepts donations, anything exceeding \$50,000 must be accepted through the Board of Trustees. Some colleges go through the Foundation, others do not. Bonnie Stewart is drafting a proposed policy for accepting donations that would best benefit the college and the Foundation.

Student Services:

Exit Survey by Students: Mary Fontes distributed *confidential & unedited* comments from students who completed exit surveys on each campus. Will be discussed at a later meeting. She asked that the comments not be distributed or shared with anyone else.

Misc.:

Pioneer News: Mike Normandin distributed a draft schedule for providing articles for the weekly Pioneer News. He will add Stacey Hron and Ron Dvergsten to the schedule and distribute it again.

Next meeting: Thursday, August 10, 2006 at EGF Campus, Room 106, 9 a.m.

Cindy Cedergren, Recorder