

Executive Council Minutes
August 24, 2006
EGF, Room 106

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

First Week Reports: President Temte asked for feedback on the in-service week. Dennis Bendickson reported that 527 names remain on the potential drop list as of yesterday. It was noted that faculty have the right to not allow students into a class after the 6th day of class if they haven't been attending the class. Discussion was held.

Organizational Changes: President Temte reviewed feedback from meetings with faculty presidents and the Shared Governance Council, and a meeting with Ty Birkeland regarding Bonnie's change in responsibilities. She noted that nearly all the feedback from the meetings was positive, with little opposition. She distributed a memo and proposed org. chart that was shared with Shared Gov. Council. Faculty presidents will be presenting the information to their faculty groups this week. She noted that faculty had inquired about access to the FY07 budget, and they asked for more financial information about the organizational structure changes at the first SGC meeting in September.

She noted that Kent will be scheduling office hours at the TRF Campus 2 days per week, and Shari, Bonnie, and Becky will be scheduling days at the EGF Campus. She reviewed the new roles for Bonnie Stewart and Shari Olson. President Temte asked Exec. Council members to be neutral if they are not totaling supportive of the organizational structure changes. Dennis Bendickson offered to change his title to Dean of Student Services, as it seemed appropriate to fit into the structure. Anne will be distributing an all-employee memo regarding the organizational changes early next week. Becky will revise the org. chart and draft a memo to be sent from the President to each employee who will have a change in supervisors; Effective date to be September 6, 2006. Discussion was held on movement of COI offices to the Swenson House. Bonnie Stewart is working on plans and timelines for a Phase I and Phase II.

Shared Gov. Council membership: Discussion was held on the idea of changing the admin. membership to maybe including Kent Hanson, Shari Olson, (1) Student Services Rep, and (1) Academic rep. President Temte asked faculty for their recommendations on who they felt should represent the administration on the council. Discussion was held about the possibility of proposing an alternative structure, per faculty contract, by increasing the admin. membership to 5 or more, including the Pres.

Executive Council Structure: Mike Normandin asked if the structure of this council would change. The group will continue to meet; a representative of facilities or technology may be added. President Temte noted that she will work closely and meet

regularly with the group of her six direct reports (Shari, Becky, Bonnie, Kent, and Cindy) which will be a substitute for unilateral decisions of the President.

Bid Opening: The OOC (Office of the Chancellor) is working on ways to supplement the budget for the Management Center portion of the upcoming project with HEAPR funds so bids can be awarded and construction can begin soon.

Rural Community College Conference – Sept. 10-12 in Lexington, Kentucky; Mary Fontes and Jeff Thomas will consider attending. Maybe others?

Target Measures Report: President Temte reported that the conference call with Linda Baer, Craig Schoenecker, and Catherine McGlinch from the OOC was very positive. They were particularly interested in the White Earth nursing program – and wanting to share that information with legislators. Anne thanked everyone who had worked quickly to complete the target report within a short timeline.

Human Resources: Becky Holthusen brought up the following topics for information and/or discussion:

Chair Academy: She inquired if the college was interested in becoming a member of the Chair Academy, the organization which provides the Leadership Academy program through the OOC. The Council supported; the Pres. Office will cover the annual membership fee of \$500.

Investigator Training: Scheduled for Nov.8-9 in Winona; primarily for discrimination and harassment officers; The Council supported Becky's idea of inviting Renee Hogoboom from the OOC to provide an abbreviated one-day workshop on-site regarding due process for handling complaints.

Pandemic Plan Update: Becky inquired about any existing formal agreements with federal, state and local government agencies establishing either campus as emergency sites.

DWI & Traffic Safety Law – Becky shared info about a teleconference inquiry – Cindy is working with Vern Cleven in COI in scheduling it on the TRF Campus.

MSCF Variance Requests: Becky inquired about a process to approve the variance requests. Discussion was held and it was decided that the President does not need to approve each variance, but should be kept abreast of variances that are becoming a norm. It was suggested that she be provided compiled information on the variances once every semester.

Theft: Becky shared brief information about a theft which occurred on the TRF Campus this week, currently being investigated by law enforcement.

Media Relations: Dennis Paesler inquired about the protocol for handling inquiries from reporters. (He received a call about the ground breaking/construction project). If a reporter inquires about a controversial college issue, such as an employee dismissal, or incident on campus, the protocol would be to contact either the President or Julie Olson in Public Relations. Julie should be kept abreast of issues that may spark inquiries from the public or media to be prepared to respond for the college. Other topics such as enrollment figures, etc, can be handled by the respective administrator in charge of such areas.

Student Activities Coordinator- Faculty Assignment: Discussion was held on the assignment proposed at the last meeting. The Council supported the assignment, with the understanding that the Student Senate would cover ½ the cost, and the remaining from the TRF bookstore. Discussion followed about the total FTE in Student Services and Student Life areas; lean audit to be completed this year; and the use of bookstore revenue. Bookstore revenue needs to be reviewed and discussed at a future meeting.

Next meeting: Thursday, Sept. 7 at EGF, 9 a.m., Room 106.

Adjourned at 11:05 a.m.

Cindy Cedergren, Recorder

