

President's Administrative Council Minutes
September 21, 2006
TRF Campus, Room 654
9 a.m.

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

Student Services Framework/Model: Mary Fontes inquired about the type of framework or model the student services division should use to help guide the work of the department in developing an assessment plan. A few models were discussed that ranged from traditional to innovative, those discussed were the learning centered model, the student-centered model, and the academic-student affairs collaborative model. There was discussion on developing a baseline of what services are offered now and to what extent with various constituents. We need to identify what is currently happening in order to plan for the future. Identification of purpose of function and current service practice will be the first steps in the assessment process that the department will focus: 1) identify current student service functions, 2) identify purposes of current functions, 3) identify level of current service to all constituents, 4) identify current key performance indicators of current functions, and 5) identify all current assessment measures of functions. (This paragraph was written by Mary Fontes).

Board of Trustees Mtgs: Anne Temte reported information about the Board of Trustees Committee meetings she attended this week. She noted that a \$100 million request will be submitted to the Legislature from the OOC to advance technology system wide. The Educational Policy Committee focused on Centers of Excellence projects; Linda Baer presented information on target measures (electronic copy will be sent to Council); Discussions were held about retention of students of color; Fundraising targets (Minn. averages .4% in alumni participation in 2-year colleges); Sally Grans was complimentary of our initiative proposals and meetings with the architect/consultants this week. As a follow-up to the retention topic, Dennis Bendickson was asked to arrange a meeting with the athletic dept, recruiters/enrollment management, Anne, and Kent, to share information about recruitment and retention of students of color.

Gideons on Campus: Anne Temte inquired about past practice or policy for having similar groups on the campuses. Discussion was held on current practices and the current facilities use policy. Shari Olson will review the current policies and propose changes if necessary. Anne will ask the Gideons' contact person to wait for a decision on this matter.

STEM Forums: Anne Temte shared information with the academic deans about several forums scheduled throughout the state to address science, technology, engineering and math (STEM) education issues and programs in the state, the closest site being in Moorhead on Nov. 2nd.

Council Retreat: The PAC Retreat was set for Tuesday, October 31st, starting at 9 a.m., at the Swenson House. Block off most of the day.

Parking/Access Fees: Becky Holthusen reported on a contract language issue brought to her attention by a State AFSCME representative which would prohibit the college from charging AFSCME employees an access fee (they are allowed to be charged a parking fee). A lengthy discussion was held regarding the ramifications of changing the policy, the appeal process, etc. The current Access policy will be reviewed again if necessary.

Personnel Update: Becky Holthusen reported that Dylan Buhain has accepted the Multi-Cultural Diversity Director position and will start Oct. 24th. After discussion, it was determined the college could accommodate his request for relocation expenses, up to \$750.

Investigative Training: Renee Hogoboom from the OOC is available to travel to Northland for a one-day training session for all supervisors, which will include dealing with employee discipline, leave issues, due process, etc. Her available dates were discussed, and Dec. 19th was chosen as the most favorable. Administrators were asked to communicate this training date to their supervisees.

Other Positions/Vacancies in Progress:

- Financial Aid Director – interviews being held today
- Biology Faculty – currently posted; replacement
- Physical Therapy Assistant – To be posted; added position
- Cardiovascular Technology Faculty – To be posted for spring, due to resignation

Gift Acceptance Policy/Procedures: Bonnie Stewart shared a proposed policy for the college/Foundation to accept in-kind gifts. Members were asked to review/edit as needed and return comments/changes to Bonnie by the next meeting. Cindy and Bonnie will meet to condense the document into policy and procedures, and share a second draft with members.

Fall Scholarship Program: Tonight at 7 p.m. at the Swenson House; everyone welcome; 40 students receiving scholarships, totaling \$26,000.

Donation: Bonnie Stewart announced that Bob Foley, Sr. was making a \$74,000 contribution toward the equipment costs at the Roseau site. The donation will be issued to the Northwest Minnesota Foundation (per the donor's wishes), and donated to the NCTC Foundation and acknowledged by them, with the appropriate naming rights and recognition.

Student Complaint Forms: Kent Hanson shared a student complaint form and complaint log for review (which resulted in lots of discussion). Mike Normandin proposed to add more information to the complaint form – he and Kent will revise and bring back to next meeting. Becky suggested the forms and log could be placed in a shared folder for all administrators to access and add information, once the forms and

processes are resolved. Anne Temte suggested that graduate follow-up surveys also be reviewed (as some contain comments/complaints from graduating students).

Code of Ethics (in relation to purchasing): Dennis Paesler reported that an incident involving a conflict of interest in purchasing was brought to his attention. He will first meet with the supervisor of the employee involved and seek advice from the Office of Internal Auditing on necessary actions or reporting requirements. He shared copies of the MnSCU Code of Ethics and Minn. Statutes for acceptance of advantage by state employees. He asked all administrators to review it and reminded them to be prudent in reviewing purchase requests before granting approval.

FY06 Budget: Dennis Paesler distributed an updated (and almost final) FY06 fund summary, which indicated a year-end surplus of \$171,598. The FY08 budget planning process was mentioned – the budget request forms may be placed on the web for easy employee access.

Construction Project: Jeff Thomas reported that a pre-construction meeting for the WorkForce Center addition was held yesterday, with ground work to start on Monday, Sept. 25. Restrooms in the southeast wing will be closed starting next week.

Support Staff Meetings with Pres. Temte: Anne Temte invited and encouraged all supervisors to attend the support staff meetings scheduled in EGF on 9/22 and in TRF on 9/25. She will be sharing similar information that she shared with faculty at the Pre-Service Workshop.

Meeting adjourned at approx. 11:30 a.m.

Next meeting: October 5 at EGF Campus, 9 a.m. – Room 106

Cindy Cedergren, Recorder