

President's Administration Council (PAC)

September 7, 2006

EGF, #106; 9 -11:30 a.m.

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

Committees: Mary Fontes inquired about expectations and possible compensation for faculty chairs of various committees. Discussion was held. There are no job descriptions for committee chairs. This item could be included in the list of budget items to consider next year if the Council believes compensation should be considered. Examples of committee chairs that may warrant some type of compensation included Assessment, Diversity, and Retention.

Communications: Mary Fontes brought up recent communication (or lack of) regarding financial aid distribution and parking permits at EGF campus.

Interns: Mary Fontes reported that a UND graduate student will be interning during fall and spring semester, working with institutional data.

Graduate Survey Results: Mary Fontes reported that we need to review and discuss the survey results. Mary was asked to synthesize the results and bring it to the Council for discussion.

Positions: Mary Fontes reported interviews are in progress for the Multi-Cultural position. The Search Committee for the Financial Aid Director position is reviewing applications. Names of finalists will be forwarded to Kent Hanson.

University of Minn. Area Health Education Centers: Bonnie Stewart shared information about a request for a letter of support for Riverview Hospital in Crookston to serve as a northwest area center. Discussion was held, and it was determined that President Temte would call UMC Chancellor Casey, since there were concerns about supporting the Crookston site over the Bemidji and Roseau site candidates. A presentation is scheduled in TRF on Sept. 15th.

Biennial Targets: Kent will work with the Deans to gather data for a follow-up report due to the OOC on proposed resources needed to fund biennial targets.

Reorganization: President Temte asked for feedback, questions, or concerns about the administrative restructuring. No concerns were brought up. She suggested the Council schedule a 1-day retreat at the Swenson House in late October. October 24th was suggested as a possible open date.

Pandemic Plan: Becky Holthusen reminded committee chairs that she needed additional information to meet the 9/15 deadline submittal of the final draft plan to the OOC.

Campus Management Teams: Kent Hanson shared information about the formation, purpose, and make-up of Campus Management Teams. Each campus team will have the same structure and purpose. The concept will be presented to the Shared Governance Council on 9/14, as faculty representation is included in the membership. The teams will meet once per month, unless it is determined to meet more frequently. Lori Johnson and Renee Kringlen will be the recorders for these meetings, and will post the minutes on the college website. A student representative was added to the membership list. The Deans of Academic Affairs and Student Services will lead the meetings. On a related note, a suggestion was made to develop a “pop-up” message to employees for daily events on campus.

Shared Governance Council agenda: Kent and Anne reviewed the topics included in the 9/14 agenda. SGC administrative membership will be Anne, Kent, Mary, Shari, and Jeff for the 06-07 year. The Deans may rotate membership each academic year. Items discussed were: Program credit cards – Dennis P. and Shari Olson will review policy and procedures; New program budgets – Anne will look for a “50-question” document that may be helpful when developing new programs; Campus Management Team; Integrated Budget Development Plan.

Institutional Work Study Funds: Kent Hanson led a discussion about the current processes of awarding institutional work study funds on each campus. Priorities need to be reviewed and/or developed for each campus. A subcommittee of Mary, Dennis B, Shari, Dennis P., and Donna Quam was formed to review the budget, request and awarding process and report back to the Council.

Next meeting: September 21 at TRF, 9 a.m., Room 654.

Cindy Cedergren, Recorder