



Northland Community & Technical College President's Administrative Council Meeting

October 25, 2007; 9 a.m.
EGF Campus, Room 315

MINUTES

Attendees: Dennis Bendickson, Clinton Castle, Cindy Cedergren, Mary Fontes, Bob Gooden, Kent Hanson, Becky Lindseth, Stacey Hron, Mike Normandin, Shari Olson, Dennis Paesler, Bonnie Stewart, Anne Temte, Jeff Thomas, Mark Johnson, Karla Anderson, Gerry Schulte, Renee Kringlen, Donna Quam, Dean Dalen, Linda Samuelson, Tony Sorum, Robbi Brateng, Julie Olson

Absent: Ron Dvergsten, Rocky Ammerman, Michelle Benitt, Ellen Brehmer

Topic	Responsible Party	Discussion/Outcome
1. Additions to Agenda	M. Johnson B. Stewart	Marketing Task Group update Entrepreneurial Kick-Off Report
2. Status Report of Budget Projections for FY09	Anne Temte	President Temte stated that administration will use some common goals as we build the FY09 and subsequent budgets. 1) How low can we keep the tuition increases – can we afford a 0% increase? We'll be limited to 2% or less by the Board of Trustees. 2) We need to look at all existing programs and services – are we the best we can be with existing budgets? 3) We need to meet the continuing flow of quality workers needed by business and industry – we need to use our resources to serve our region's needs. We need to target new and emerging industries as we develop new programs – such as composites, alternative energy, media/marketing/graphic design. Our programs need to be industry-driven and partnerships need to be developed with industry for equipment, curriculum development, etc.
3. Status report on program suspensions	Kent Hanson Anne Temte	Kent reported on the aviation program suspension process through the Academic Affairs and Standards Council, and noted other reductions in courses offered in Pharmacy Technician and Administrative Support. President Temte presented a draft fact sheet

		<p>she developed to respond to the aviation program suspension inquiries and concerns. Suggestions for changes were provided by members. Tony Sorum pointed out that it is important to relay the message that we are not in a survivor mode, but instead we are making changes to provide opportunities to put emphasis on other programs that will meet our regional and local needs. President Temte noted that the aviation program has served many students, but those students must leave the area to find employment. It was suggested that a few bullet points be listed to identify where new emphasis will be placed. A member inquired about the status of support staff at the airport campus. President Temte stated that administration does not anticipate reductions in support staff, but personnel may eventually be reassigned to fill other staffing needs within the bargaining unit and appropriate classifications. She stated they need to look at all support areas in regard to staffing needs. President Temte noted that any disposal of aviation equipment, when that time comes, will follow MnSCU policy. It was noted that the City of TRF needs a hangar and we are looking at possible lease opportunities. The classroom/office building will remain in use until the aviation students have completed their program (May 2009).</p>
4. Right-Sizing Initiative	Shari Olson	<p>Shari provided minutes of the brainstorming session held on October 8th with administration and Facilities Committees, led by YHR Architects and Sally Grans, from the Office of the Chancellor. Shari noted that the architects recommend that the building currently housing the Construction Electricity program be demolished.</p>
5. Master Facilities Plan	Shari Olson	<p>Shari noted that the plan should be 50% completed by November 15th.</p>
6. Open House/Dedication	Cindy Cedergren	<p>Cindy reported that the Open House is scheduled for Nov. 28th. Tentative plans are: Open House hours from 1-4 p.m.; Dedication/Ribbon Cutting Ceremony at 2 p.m., followed by an informal farewell social for Shari Olson at 2:30 p.m.</p>
7. Professional Development Grant	Becky Lindseth	<p>Becky reported that a proposal for a \$5,000 grant from MnSCU is being submitted to provide staff development training in Strength-Based Leadership and Tools of Quality. If approved, this proposal would allow approx. 60 employees to receive these training programs. A second proposal may also be submitted if time permits. Notification of grant awards should be received by mid-November.</p>
8. Recycling Programs	C. Castle B. Gooden	<p>Clinton reported that the TRF Campus will step up their recycling program, acquiring more bins at more locations, promoting recycling efforts via hallway monitors, Pioneer News, emails, etc. A workstudy student will be assigned 5 hours per week to empty bins on a regular basis. Bob reported that the EGF Campus has also added more recycling containers.</p>
9. Signage Plan	Bob Gooden	<p>A 3-year plan for replacing internal signage on both campuses was presented. Bob noted that the entire EGF campus will be re-numbered with the upcoming capital bonding</p>

		project.
10. Lock Action Plan	Bob Gooden	A 5-year plan for replacing locks, with a goal of exclusively card access, was presented. President Temte thanked the Facilities Directors for developing these plans which will assist in budget development each year.
11. Mission Organization	Shari Olson Mary Fontes Bob Gooden	Mary and Bob explained a "Flip this Space" project underway in EGF. A college-wide team was formed to examine the needs and space available to develop 2+ new offices to accommodate additional staff in Student Services. The process used made staff aware of what we really need to keep and to throw. Shari reviewed the Records Retention project team and its purpose. That team has also been tasked with coordinating a college-wide plan for utilizing Image Now, an electronic records retention program, which integrates with ISRS.
12. Other – Vehicle Check-out procedures	Karla Anderson	Questions were raised about the current vehicle check-out procedure regarding filling the gas tank upon returning the vehicle. Cindy will re-send the revised vehicle use policy and procedure, and other measures may be taken to provide that information inside the vehicles for easy reference.
13. Other – Student Services	Tony Sorum	Tony expressed concern that faculty have to retype information from the class list posted on e-services. Stacey Hron will check into this issue and report results at a future meeting, and also communicate that info to faculty.
14. Food Services Task Force	Dennis Paesler	Dennis reported that a food service task force is being formed, out of the Facilities Committees, to develop an RFP for a food service contract, to be in effect by July 1, 2008. Additional interested employees and students will be invited to join the task force. The RFP should be ready by Feb. 1 st , and a contract approved by April 1 st . Dennis noted that based on information received at statewide meetings regarding dining services, restrictions may be made on such things as bake sales, potluck meals, etc. He will report further information at the next PAC meeting. He stated that the TRF Campus and airport campus reported \$190,000 in annual cafeteria and vending sales last year; EGF campus reported \$225,000 in annual sales. He stated that vending machine management must be negotiated separately. Services for the Blind has first priority to operate and manage the vending machines.
15. Marketing Task Group Report	Mark Johnson	Mark expressed the need for the college to do more program specific marketing. He reported on the positive feedback received for the marketing efforts with Winnipeg media for the nursing program. He stated we need to quit using the term "liberal arts", since most students do not recognize that terminology. He noted that the current marketing budget cannot accommodate marketing every program individually, but low enrollment programs need target marketing. Mark asked that the current Marketing Task Group members could continue meeting and become the official College-wide Marketing

		Committee. Last year's Marketing Committee members that are not currently on the task group will be invited to join this group if they wish. President Temte suggested we set aside an emergency marketing budget for FY08. Mark's schedule has changed and he will typically spend Tues and Thurs. at the EGF Campus, with an office in the COI Suite.
16. Entrepreneurial Kick-Off Event	Bonnie Stewart	Bonnie briefly reviewed the development status of this new program, which will have credit-based components, as well as non-credit components. The program intent has been submitted to MnSCU. Ron Dvergsten and Dennis Sevigny made a presentation to 30 participants on Oct. 23 at the Swenson House, in addition to two keynote speakers. She reported receiving only positive feedback from the participants. She requested permission to establish and recruit a college task force to further develop this program. She will forward information to the faculty presidents on the desired number of faculty for the task force, and the purpose of the group. She anticipates the group to meet once per month. She expressed desire to either share Dennis Sevigny's presentation at a future meeting, or use the website to share the information. President Temte noted that the college may have opportunities to seek specialized funding for developing entrepreneurial programs in rural areas.
Adjourned at 11:10 a.m.		
Next meeting		Thursday, November 29, 2007; TRF Campus, Room 601; 9 am. Agenda items due to Cindy Cedergren by Nov. 21 st .