



## Northland Community & Technical College President's Administrative Council Meeting

November 29, 2007

Polycom - EGF Room 106 & TRF Room 601

### MINUTES

Attendees: Rocky Ammerman, Karla Anderson, Pat Balstad, Dennis Bendickson, Robbie Brateng, Ellen Brehmer, Clinton Castle, Cindy Cedergren, Dean Dalen, Ron Dvergsten, Mary Fontes, Bob Gooden, Kent Hanson, Stacey Hron, Robert Hunter, Mark Johnson, Gene Klinke, Renee Kringlen, Becky Lindseth, Kirsten Melby, Sara Mills, Mike Normandin, Julie Olson, Dennis Paesler, Linda Samuelson, Jerry Schulte, Tony Sorum, Bonnie Stewart, Anne Temte, Jeff Thomas.

Absent: Michelle Benitt, Donna Quam

Topic	Responsible Party	Discussion/Outcome
1. Additions to Agenda	Kent Hanson	08-09 Calendar
2. Open House/ Dedication Follow-up	Anne Temte	Anne reported she was pleased with the participation and the positive feedback and support received from the community during the open house and dedication.
3. 08-09 Calendar	Kent Hanson	The 08-09 academic calendar was approved and Cindy will distribute it to all employees and post on website.
4. Visit from Ann-Browning Zerby	Ellen Brehmer	Ellen reported that Ann Browning-Zerby plans to visit the EGF Campus on 12/5 to seek NCTC involvement in a spring conference. Various employees will be asked to visit with her. Ellen noted that 35 students at EGF have been declared as non-English speaking students.
5. EGF Student Services Personnel Update	Mary Fontes	Mary reported that Nick Thompson and Shannon Bolden have been hired as advisors. Success Coordinator interviews will be held soon. She reported that Mary Frendin had resigned from her position in Admissions. A temporary part-time person has been hired until the permanent position is posted and filled.

6. Marketing Update	Mark Johnson	Mark reported that the College Web Committee has been folded into the Marketing Committee. He reported that new radio ads are being run with a new jingle that was produced free from Clear Channel Radio last summer. He reported on targeted marketing efforts through on-line videos. Roseau classes are being marketed; TV ads are on CW network; ads in Times and Grand Forks Herald for spring semester classes; Winnipeg marketing is receiving favorable returns in nursing enrollment – expecting 15 new starts from Winnipeg area. Mark is working with programs needing enrollment boosts. Mary Fontes reported on a national marketing/recruitment/retention conference and shared some of the ideas the college plans to pursue.
7. Program Improvement	Jeff Thomas	Jeff distributed a draft document and explained the new process, being developed through Academic Affairs and Shared Governance Councils in response to the program suspensions that occurred last spring, to implement early warning systems for programs needing assistance. Anne Temte reported on a visit from an aviation professor from a college in Texas who visited with aviation faculty and various staff regarding his success in rebuilding an aviation program. She noted that other programs may benefit from having an outside source look at their programs.
8. Economic Impact Studies	Anne Temte	Copies of the Economic Impact Studies for TRF and EGF were distributed to all members. This positive data needs to be incorporated into our marketing and PR efforts.
9. ISRS Security Rights	Dennis Paesler	Dennis reported that employees' security rights to ISRS components are being reviewed and errors have been corrected. A security rights list will be distributed to supervisors for periodic reviews.
10. Perkins Update	Dean Dalen	Dean reported on a meeting with Bev Arntson and Murray Turner on 11/28 regarding the formation of a new Perkins consortium with North Borders Pine to Prairie Vocational Center and North Borders Secondary Consortium. We will be submitting one grant application with these two organizations and will be funded together, but will have separate fiscal agents. Dean noted that all technical programs will be mandated to develop a process of an external (third party) program assessment.
11. Aviation Program	Anne Temte	Anne reported that the public response to the suspension was expected by many people. She is working with legislators, the Office of the Chancellor and other colleges to develop a process and plan for changes to the program. Jim Retka is actively seeking contacts with the FAA and aviation industry and is developing an RFP to hire a consultant. The Office of the Chancellor is providing assistance in writing the RFP and resources to hire a consultant.

12. Support Staff Development Grant	Becky Lindseth	Becky reported that a Staff Development grant of \$5,000 had been approved by the OOC. The grant will be used to offer a strength-based training program for up to 20 employees. She will work with supervisors in determining participation once the training schedule is developed.
13. Accounts Receivable Project	Dennis Paesler	Dennis reported that five employees had volunteered to call students with outstanding bills in an effort to reduce \$235,000 in receivables. The callers will have specific scripts to use.
14. COI 2007 Annual Report	Bonnie Stewart	Bonnie distributed copies of the report and reviewed highlights of 06-07. This document will be posted on the web and also shared with Shared Governance Council. She also distributed a fall schedule/catalog for COI offerings.
15. Grants	Bonnie Stewart	Bonnie reported that a process is needed for applying for and receiving external grants. She is willing to create a data base to track all grant proposals being submitted by various college employees. She will offer a short session on grant writing 101 at the January in-service workshop. She asked that employees notify her when they have found potential grant sources. Tony Sorum stated that faculty need and want resources and support for obtaining grants.
16. Holiday card illustration	Anne Temte	Anne reported that she had worked with John Leopold on seeking submissions from art students for an illustration to be used for a holiday card from the college. She stated that a submission had been selected. The illustrations selected each year will be displayed in the college.
Adjourned at 10:50 a.m.		
Next meeting		Thursday, January 24, 2008; TRF Campus, Room 604, 9 a.m.