



Northland Community & Technical College President's Administrative Council Meeting

January 4, 2007; 9 a.m.

Via polycom- TRF Campus Room 662; EGF Campus Room 106

MINUTES

Attendees: Dennis Bendickson, Clinton Castle, Cindy Cedergren, Ron Dvergsten, Mary Fontes, Bob Gooden, Becky Holthusen, Stacey Hron, Kirsten Melby, Mike Normandin, Shari Olson, Dennis Paesler, Anne Temte, Jeff Thomas, Lindsey Wangberg.

Absent: Kent Hanson, Bonnie Stewart

Topic	Responsible Party	Discussion/Outcome
1. Information: Meeting with area legislators	Mike Normandin	Mike is working on finding dates for college officials to meet with area legislators to discuss college issues needing legislative support. Week-end meetings may be the only option for the legislators' schedules. Those who expressed an interest in attending the meetings were Anne, Shari, Kent, Lindsey, Bonnie, Jeff, Mike and Ron.
2. Information: Welding/Electronics Initiative Project	Clinton Castle	Clinton reported that Foss & Associates have been selected as the architects for this \$500,000 initiative funded by MnSCU. First meeting is Jan. 26 th . Construction is planned for mid-May through mid-August. Discussions have been held on the location for the remodeling and will be finalized with faculty involved in the programs. Discussion was held on moving the Massage Therapy program to Room 654, to tie in with Cosmetology.
3. Follow-up: Veterans' Service Center	Dennis Bendickson	Dennis reported that Room 453 is being considered for space for returning veterans, of which we are required to provide on the campuses. Mary Fontes noted that the EGF Campus will staff their Veterans' office with a VA-funded work study student as needed. Use of Veterans' areas is expected to begin in March.
4. Follow-up: Website and Campus Suggestion	Mary Fontes	Mary reported that she has forwarded a request to develop an on-line suggestion box to the Webmaster (when time permits). The Campus Mgmt. Teams are discussing the

Boxes		physical suggestion boxes for each campus.
5. Follow-up: Handling thefts on campus	Jeff Thomas	Jeff reported that he had confirmed with Kevin Stuckey that Campus Security officers could be trained to view security tapes upon request, to assist in investigating thefts on campus. Jeff and Becky will pursue this topic further.
6.FY08 Budget Development Calendar/Plan	Shari Olson	Shari reviewed the budget development calendar and next steps in the process. Admin. Services will sort the budget requests by supervisor and category by January 9 th , and supervisors will be asked to submit the projects to her office in ranked order by category (personnel, equipment, etc) by Jan. 31 st . The next review will involve Vice Pres, Division Chairs, Directors, etc.
7. Budget Impact Response to MnSCU	Anne Temte	Anne asked for input into a document to MnSCU that describes how the college would utilize additional funding from the legislature, and what the college would have to do if additional funding was not available. Many suggestions were provided by members.
8. Leadership Competencies	Anne Temte	Anne asked for input into a list of discussion items regarding leadership competencies for college leaders being discussed at the Presidents' committee level. Each member was asked to turn in their suggestions to Cindy within a few days.
9. Adjourned at 10:30 a.m.		
10.Next meeting		Thursday, January 25, 2007 at TRF Campus, Room 115 (Note room change) – 9 a.m.to approx. 1 p.m.