



Northland Community & Technical College President's Administrative Council Meeting

Friday, February 2, 2007
10 a.m., Via Polycom @ EGF 106, TRF 545

MINUTES

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

Absent: Dennis Bendickson, Bonnie Stewart

Topic	Responsible Party	Discussion/Outcome
1. Thefts on Campus	Becky Holthusen	Becky reported that an intake form will be developed for reporting thefts of personal or college property. Work-study security officers will research the theft by viewing the security camera tapes from the appropriate time and place where the theft occurred. Security officers will report their findings to the appropriate Dean of Student Services. A written process/procedure will be developed and communicated to all employees.
2. Budget Information	Anne Temte	President Temte reviewed discussions and decisions being made at the Office of the Chancellor level regarding the MnSCU budget. She stated that we cannot expect the Board to approve any more than a 4% tuition increase. She and some of the administrators met with area legislators on January 20 th in Crookston and discussed the MnSCU initiatives and how they affect NCTC.
3. Use of College Facilities/Proof of Insurance	Shari Olson	Shari reported that at the recommendation of MnSCU officials, we should not be allowing non-college groups to use college facilities without having the appropriate liability insurance. More information is forthcoming about offering the groups an opportunity to purchase insurance from the college. A task force was formed to discuss this issue

		further and to ensure that practices are standardized on both campuses. The task force will consist of Shari Olson, Bob Gooden, Clinton Castle, Karen Meine, Cindy Cedergren, Kathi Jenkins, and Kristen Ostercamp, and others if needed. President Temte stated that from this point forward, requests from organizations should be turned down unless they can furnish proof of insurance.
4. RFP for Small Business Development Center	Ron Dvergsten	Ron shared a request that needs to be discussed and decided whether or not to submit an RFP to operate an SBDC in TRF. Within the next week or two, Ron Dvergsten, Jeff Thomas, Bonnie Stewart, Dennis Sevigny, and Kent Hanson will meet to discuss.
5. On-Line College in the High School	Jeff Thomas	Jeff reported that requests are being received from school districts to offer on-line classes in the high schools. This method has become popular in the smaller rural districts. The high schools purchase seats for the class for \$300/per seat.
6.Student Services Policies	Mary Fontes	Mary shared revised policies: #2010 Policy Statement; #2015 Data Privacy; #2025 Ability to Benefit; #2060 Reciprocity; #2070 Counseling Referrals. All revisions were very minor and it was determined they do not need to be forwarded to the Shared Governance Council for review. Mary and Jeff will edit the Data Privacy Policy to read better, and separate it into policy and procedure.
7.Delivery of Ag Education to High Schools	Ron Dvergsten	Ron reported the Mgmt. Division is working on the process of offering ag education to area high schools through alternative delivery methods. He noted that Dave Grafstrom is teaching a class in Greenbush at the zero-hour period; a class offered to meet the membership requirements of Future Farmers of America.
8.Laptop Task Force	Ron Dvergsten	Ron reported the task force met this week. They reviewed their mission and are developing an on-line survey for students and employees to gather data (survey will be conducted Feb. 12-21); Task force will meet to summarize the data; will look at changes in policies & procedures.
9. Roseau Advisory Committee	Ron Dvergsten	Ron reported that a meeting has been scheduled for February 15 at 11:30 a.m.
10.Lockdown Drill & Mock Safety Inspection Follow-up	Becky Holthusen	Becky stated that issues reported to her following the drill are being worked on, such as the public address speakers throughout the buildings. The mock safety inspection report cited primarily electrical-related items, such as extension cords, power strips, use of non-grounded plug-ins on heaters, coffee pots, etc. Becky is sharing information from the inspection report with the facility supervisors, Deans, and the Safety Committees.
11. National Governor's Association – Innovation America Task Force	Anne Temte	President Temte reviewed the background and development of this task force and Governor Pawlenty's role in it. She will forward a document to PAC members and ask for feedback from those who are interested in this topic.

12.Home Grown Economy Conference	Anne Temte	President Temte shared a brochure for a Feb. 26 th conference sponsored by Congressman Collin Peterson held at the U of M-Morris. She encouraged anyone who is interested in attending to contact Cindy Cedergren. Anne is unable to attend.
13. Request for additional speakers in TRF Commons	Anne Temte	President Temte referred this request from an employee to the TRF Campus Management Team for discussion and decision.
14. AACC & Higher Learning Commission Conferences	Anne Temte	President Temte inquired about who was planning to attend these conferences; Anne and Shari plan to attend the AACC Convention in Tampa, Florida; So far Kent Hanson, Jeff Thomas, and Anne Temte are planning to attend the Higher Learning Commission Conference in Chicago, IL. Additional faculty may be added.
15. Marketing Update	Lindsey Wangberg	Lindsey reported on a marketing campaign scheduled to run April 1-August, to include print, a new TV commercial, and radio ads. A theme for the campaign is yet to be determined (possibly alumni success); She is working on developing an on-line survey to students to assess whether we are targeting the right media sources.
16. NISOD Award Recipients	Jeff Thomas	Jeff reported that five NCTC faculty were nominated from administration for a NISOD Award (National Institute for Staff and Organizational Development), for their excellence in teaching and leadership qualities. Those nominated were: Sue Field, Dorinda Sorvig, Kathy Huschle, Barb Weber, and Ruth Letexier. Information about the nominations will be forwarded to Julie Olson for a news release and to President Temte for announcing at the Feb. College Employee meeting.
17. Support Staff Conference – May 23-24	Becky Holthusen	Becky stated that the “Energizing Front-Line Network” conference information she recently emailed to employees is designed for all support staff, not just AFSCME members. It is scheduled for May 23-24 at Anoka Ramsey Community College, Coon Rapids. She encouraged supervisors to work with their staff schedules to enable staff who are interested to attend.
18. Meeting adjourned @ approx. 11:30 a.m.		
19. Next Meeting		Thursday, February 22, 2007 at EGF, Room 106, starting at 9 a.m.