



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

Thursday, February 22, 2007
 9 a.m., EGF Campus, Room 106

Attendees: Dennis Paesler, Dennis Bendickson, Shari Olson, Becky Holthusen, Mike Normandin, Ron Dvergsten, Stacey Hron, Lindsey Wangberg, Kirsten Melby, Kent Hanson, Bonnie Stewart, Jerry Schulte, Karla Anderson, Clinton Castle

Absent: Anne Temte, Cindy Cedergren, Jeff Thomas, Mary Fontes, Bob Gooden; Substitute Recorder- Mary Jo Bydal

Topic	Responsible Party	Discussion/Outcome
Parking Fee Increase Proposal	Clinton Castle	<p>Handout...Summary of 5 year maintenance program for the parking lots. Proposing \$.50 per credit increase to \$2.50/credit to max at 15 credits = \$15/year increase, \$20 annually to faculty and staff. Set max in summer at 8 credits. Total of \$95 cap at 2.50/credit @ 15 cr. fall, 15 cr. spring & 8 cr. summer. Agreed by this group.</p> <p>Becky proposes to take out employee parking fees twice per year, rather than three times per year, which is presently done. To do the deductions 3 times per year is a huge time consuming process for HR.</p> <p>Shari Olson will bring to SGC Dennis B. and Mary will bring to Student Senates</p>
Late Fee Increase	Karla Anderson	Propose to increase the late fee to \$50 per semester rather than \$30. State approves to

		a max of \$50. Approved for implementation for Fall semester 2007.
Revised Bookstore Policy/Procedure	Dennis Paesler	<p>Aligned our policy with the Board of Trustee's policy 7.1. Strike word "proposed" in the procedure.</p> <p>Dennis Bendickson, est. \$5,800 needed for both the men's and women's basketball teams total to attend the state tournaments. He requests \$7,500 be approved to use from the bookstore funds for the basketball tournaments. Supported by the council. Approved.</p> <p>Administrative Services division will determine how the bookstore funds will be accounted for and used across the college.</p>
Acceptable Use of Technology	Stacey Hron	Policy & procedure revised; Approved and ready to go to SGC
Personal Enrichment Course Offerings	Kent Hanson	<p>SGC asked what do we do about community members participating in activities in such courses as chorus, band, etc for non-credit. How do we charge them? SGC asked administration to propose a policy or practice on this situation; what kind of fee structure, if any, do we create for these activities?</p> <p>What does MnSCU policy tell us?</p> <p>In the past, a fee was charged, but has gone away. Could be a liability issue if we don't charge. Identify "activity" courses. Could set up a non-credit course and charge a fee. Called a dual number course to avoid stacking fee. Council was in agreement to charge something...Assigned a subcommittee to discuss and bring back to this committee.</p> <p>Subcommittee: Dennis B, Bonnie, Mike, Jerry S – Dennis to call the meeting (Identify activity courses)</p>
Financial Audit Findings	Dennis Paesler	<p>Issued findings: NCTC was one of 7 colleges that went through the audit. We were part of 4 out of 20 findings: attached</p> <p>One of the findings was the appeal process...it was suggested that Dennis P inform everyone regarding the follow-through with appeal forms. They need to go to the</p>

		<p>registrar's office first for dissemination.</p> <p>Place on the agenda for 2/26/07 All Employee meeting.</p>
Budget Update	Dennis Paesler	<p>Handout...BRIO report – 1/31/07</p> <p>Presented by categories: Program; Cost Center; CC name; Revenue; Salary; Non-salary</p> <p>Dennis took the group through portions of this document and discussion took place.</p> <p>Dennis said we will have a very tight budget...</p> <p>FYE's are up – but some are college in the high school, White Earth credits not getting paid for, tuition not paid – will gain about 25 FYE @ \$4,000 per FYE.</p>

Next Meeting: Thursday, March 29, 2007 – TRF Campus – 9 a.m. – tentatively Room 551.