



Northland Community & Technical College President's Administrative Council Meeting

March 29, 2007
9 a.m., TRF Campus, Room 551

MINUTES

Attendees: Dennis Bendickson, Clinton Castle, Cindy Cedergren, Mary Fontes, Bob Gooden, Kent Hanson, Becky Holthusen, Stacey Hron, Kirsten Melby, Mike Normandin, Shari Olson, Dennis Paesler, Bonnie Stewart, Anne Temte, Jeff Thomas,
Guests: Dean Dalen, David Christian
Absent: Ron Dvergsten, Lindsey Wangberg

Topic	Responsible Party	Discussion/Outcome
1. Parking Procedure	Becky Holthusen	Becky shared a revised employee parking procedure, recommending that employee parking deductions be done twice per year, instead of 3 times. It is very labor intensive, as it is entered manually. Discussion was held on the proposed increase in fees, resulting in employees being charged a total of \$95.00 per year (\$47.50 per fall and spring semesters). There was no objection to making the deduction twice per year. Bring to Shared Gov. Council with proposed fee increase.
2. Vehicle Use Policy & Procedure	Becky Holthusen	Becky shared a revised policy & procedure. The most significant change is the requirement for the HR Dept. to periodically verify employees' driver's licenses and proof of personal auto insurance. Bring to Shared Gov. Council for review.
3. State Employee Recognition Week	Anne Temte Cindy Cedergren	After discussion, it was agreed that we continue the practice of giving \$10 gift certificates to employees to recognize "State Employee Recognition Week". Cindy will distribute them in early April, with an expiration date of June 30 th .
4. Employee of the Year Award	Anne Temte	After discussion, it was agreed that the TRF Campus would discontinue this award. The practice of giving out other awards (currently done on both campuses, but handled differently on each) will be reviewed for next year.
5. Title IX Issues	Anne Temte	President Temte shared information on the requirements of colleges who receive federal

		funds. Participation ratio of athletic participants should mirror undergraduate demographics. Discussion was held on whether or not to survey students. No final decision made.
6. Return to Title IV	Anne Temte	President Temte shared information about the need to document student non-attendance twice each term in order to better comply with US Dept. of Education compliance requirements for the Return of Title IV financial aid funds. We have a policy in place to address this issue. Questions were raised about the timelines to report attendance—Dennis B., Mary & Donna will meet to resolve questions before this is discussed at Shared Gov. Council in April.
7.National Basketball Tournament	Anne Temte Dennis Bendickson	President Temte and Dennis Bendickson reported that expenses totaled approx. \$45,000 for all players and staff who traveled to New York. This cost was shared 50/50 between TRF and EGF bookstore funds. Travel expenses for family members of coaches or players were not covered by the college. Dennis reported that everything went smoothly.
8.PTK International Conference Request	Anne Temte	President Temte recommended that approx. \$6500 be granted to the TRF PTK Chapter to attend the international conference in Nashville. This expense would be covered by TRF bookstore funds. No objections from the PAC. Stacey Rasmussen is running for the international president position.
9.Veterans' Center Budget	Anne Temte Dennis Paesler	After discussion, it was recommended that a \$300 budget for FY08 be established to cover miscellaneous expenses for both the TRF and EGF centers. Current year expenses have been covered from various budgets and donations from community businesses.
10.Perkins IV Implementation	Dean Dalen	Dean reported that he did not have information for next year's grant request yet, but he reported that the program will be experiencing new directions. Discussion was held on potential partnerships with secondary partners – which could be Pine to Prairie Cooperative Center or North Borders Consortium. The process will require more involvement of the Academic Deans as it has in the past. MnSCU will determine who the colleges will partner with, based on our transitional plans on how partnerships will be developed. We could see a significant change in Perkins funding in FY09. Dean will bring current Perkins budget to a Dean's meeting.
11. ISRS Security Rights Procedure	Dennis Paesler	Dennis shared a draft procedure for monitoring security rights in ISRS. A current policy and procedure will be reviewed and incorporated together. Bring to Shared Gov. Council.
12.Institutional Review Board	David Christian	David presented information on a proposed Institutional Review Board and discussion was held. The IRB is an oversight board in which the rights of individuals who may choose to participate in research studies are protected. This proposal will be brought to both AASC and Shared Gov. Council for discussion.

13. City of EGF Wellness Center	Mary Fontes	Mary shared information being discussed at the City of EGF level about a potential wellness center in EGF. Kent Hanson was designated as the contact person with the city on future discussions/plans.
14. ADA compliance in Gym	Dennis Bendickson	Dennis noted that we currently do not have space designated for wheelchair seating in the TRF gym. Clinton will research the standards/code on this issue.
15. MMA Time Reporting	Becky Holthusen	Becky reported she will be meeting soon with all MMA employees to review the process of negative time reporting for payroll, a decision recently determined by the President's Cabinet.
16. Exposure Control Plan	Becky Holthusen	Becky noted that the Bloodborne Pathogens Exposure Control Plan has been completed and is posted on Virtual Office under Administrative Procedures.
17. Swenson Hangar Update	Anne Temte	President Temte reported she had recently sent a letter to the City of TRF about the need to move forward with discussions with the college regarding sharing the space, and lease negotiations with the Office of the Chancellor, if they still have hopes of getting this accomplished this year. Aviation faculty are working on equipment inventory.
18. Master Facilities Plan	Clinton Castle	Clinton shared timeline information on the RFP process and completion of the Master Facilities Plan. RFPs were due and reviewed on 3/28. Three architectural firms submitted proposals. The RFPs are available for review by Facilities Committee members and any other interested employees.
19. Update on \$500,000 Initiative	Clinton Castle	Clinton shared conceptual drawings of proposed changes to the cafeteria, which may be incorporated into the Electronics/Robotics/Welding remodeling project. He noted that the plan is to start construction for this initiative in mid-May. He also noted that the Management Center remodeling is scheduled to begin May 1 st .
20. EGF Facilities Update	Bob Gooden	Bob reported we have received positive feedback from the Office of the Chancellor on the proposed design for the capital bonding project. President Temte asked that the plans for the building project at EGF be shared at the April PAC meeting. Bob led a discussion about office space needed for employees with secondary offices on both campuses. It was suggested that a floating office could be reserved (through the appropriate personnel) for employees needing an office at specific times. President Temte will schedule facility tours with Clinton and Bob to become familiar with all areas of the campuses.
21. Value Stream Mapping	Shari Olson	Shari shared a list of various college-wide issues/projects that Administrative Services personnel will be working on this spring.
22. EGF Testing Center	Stacey Hron	Stacey reported that the testing area for all on-line proctoring had been relocated from the EGF Library to Room 434. She shared information on the volume of tests being proctored per month. The volume of make-up tests being administered needs to be discussed with faculty and the Dean.

23. Next meeting		Thursday, April 26 at EGF, Room 106, 9 a.m.
Meeting Adjourned at approx. 11:45 a.m.		

cc/PAC Minutes _07_03_29