



Northland Community & Technical College President's Administrative Council Meeting

Thursday, April 26, 2007
EGF Campus, Room 106
9 a.m.

MINUTES

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

Absent: None

Topic	Responsible Party	Discussion/Outcome
1. Policy Review	Mary Fontes	Mary pointed out minor changes to the following current policies: Drop/Add/Withdrawal and Refund; Tuition and Fees; Student Identification; Registration Cancellation. These will go for second reading at the May 10 th Shared Gov. Council meeting.
2. TRF Campus Rummage Sale	Dennis Paesler	Dennis asked for feedback on moving the sale date to July, instead of May. This would assist in getting rid of surplus equipment that will be available during the summer. EGF conducts their sale in late July. No objections from the group. Dennis was asked to investigate whether students can be given first chance to purchase computers placed on the sale.
3. Activity/Personal Enrichment Courses	Deans	A proposal to charge students a \$20 fee for participation in activities, such as theater and band, was provided and feedback was given. Ron Dvergsten made a recommendation to increase the fee to \$50. Further discussion needs to be held with faculty, Deans, and COI reps to discuss whether all other activity/personal enrichment academic courses, such as yoga, aerobics, golf, etc. should be offered for non-credit and what to charge them. Jeff Thomas reported he would have a proposal ready for review before the May 10 th Shared Governance Council meeting.

4. Personnel Parent Accounts	Dennis Paesler, Becky Holthusen	Dennis and Becky reviewed and addressed questions about the current structure of personnel parent accounts and the proposed structure. They also distributed a list of MnSCU Program Codes of which the proposed structure is based upon.
5. Student Laptop Task Force	Ron Dvergsten, Stacey Hron	Ron and Stacey provided a preliminary report from the task force, including recommendations to implement changes in the current procedures for students and the requirements for purchasing laptops. Kent Hanson will meet with faculty before the end of the semester regarding academic technology utilization. He will report that group's recommendations at the next PAC meeting.
6. FY07 Budget Summary	Dennis Paesler	Dennis presented an FY07 summary, with a projected deficit of \$69,724, including planned deficit expenditures for the EGF boiler project and the college's technology share to MnSCU, totaling \$243,000.
4. FY08 Budget Assumptions	Dennis Paesler	Dennis presented FY08 budget assumptions, based on 2700 FYE's at various rats/credit. With no tuition increase, he projected a \$874,792 deficit; with a maximum of a 4% tuition increase, plus program tuition surcharges, he projected a \$287,792 deficit. He noted that the fund balance is approximately 5% (minimum we can maintain) It was noted that letters from both Student Senates regarding consultation with administration are due to MnSCU by May 31, along with the college's tuition recommendations. He noted that debt service costs will rise substantially within 2-3 years. A suggestion was made to post historical data regarding state allocation on Virtual Office for all employees to view. It was suggested that during the fall in-service, small info sessions for employees be conducted to explain the budget, how MnSCU's funding formulas affect our annual budgets, and how we compare to other colleges and MnSCU's model.
5. Technology Fair	Kirsten Melby	Kirsten shared info on a Technology Fair scheduled for June 20-21 at the Swenson House, for 6 th -8 th graders; funded by Centers of Excellence funds, in cooperation with Bemidji State University. Maximum of 24 enrollees are accepted.
6. Facilities Updates, Capital Bonding Projects	Bob Gooden, Clinton Castle	Bob reported on a current wiring project in the firefighting building, and other small summer projects planned. The boiler project will be complete by the end of summer. Clinton reported on several R & R projects in progress at TRF and summer projects planned. Clinton reported that Phase II of the capital bonding project at TRF will start April 30 th in the Management Center, and will start May 15 in the nursing/former WorkForce Center areas. The nursing lab will relocate to a science lab for the summer. August 1 st is the expected completion date for those areas. The WorkForce Center will move into their new area on April 30 th . The Welding/Electronics Initiative project will open bids on May 8 th , with construction to start May 22. We are waiting approval for an emergency HEAPR

		<p>project – HVAC project in the CAD, Auto Body, and Auto Mech shops (\$547,000 requested).</p> <p>Bob reported that the EGF Capital Bonding project is in the design development phase. We were notified that our project is ranked #10 on the list of 37 projects in MnSCU's request to the Legislative (good odds for getting funding); The Swenson House initiative request is ranked #13 or 14 on the priority list (\$525,000 request). Funds for theater upgrades could possibly be available this year.</p>
7. Technology Summer Projects	Stacey Hron	<p>Stacey reported that the college will not be installing Microsoft VISTA until next summer. However, there will be some beta-test machines set up with the program. Office 2007 will be installed in computers, upon request from employees. D2L will undergo major upgrades in June. A process to monitor printing in computer labs is being developed. The Technology Committee meets monthly and is prioritizing the FY08 technology budget needs.</p>
8. Business Services Organizational Structure	Dennis Paesler	<p>Dennis presented a revised org. chart for Business Services and reviewed the changes that will be implemented June 1st. Karla Anderson will be responsible for overseeing both bookstores. Practices are being standardized across the college. Most student transactions will take place in the bookstores.</p>
9. Master Facilities Plan	Shari Olson	<p>Shari reported that faculty groups are meeting with YHR Architects in focus groups next week in EGF, and the following week in TRF. The architects will meet with support staff during the summer. The plan is to have the Plan 50% complete by Sept. 30, and finalized by Dec. 31, 2007.</p>
10. Workplace Organization Projects	Shari Olson	<p>Shari reported that the top 3 teams will receive awards at the All-Employee meeting on April 30th for their workplace organization projects. She offered the assistance of any of the teams to help other depts. with organizational projects. Records retention storage areas are one large project that will be tackled, as confidential information is compromised in current storage areas.</p>
11. Facility Walk-Throughs	Bob Gooden	<p>Bob reported that several administrators conducted walk-throughs with him and Clinton on both campuses. They discussed ideas regarding space utilization, and the walk-throughs provided awareness of some areas they were not familiar with.</p>
12. Instructional Program Cost Dashboard training	Shari Olson	<p>Shari shared info on MnSCU training sessions that some college employees should attend; an additional site was added in Fergus Falls on May 23. Becky plans to attend the training.</p>
13. TRF Receptionist Back-up	Dennis Bendickson	<p>Dennis inquired about options to assign other employees to cover the receptionist desk during vacation times. Becky reported that employees on seasonal lay-off have the right of first refusal to summer work. This issue was deferred to the TRF Campus Management Team.</p>

14. FY08 budget requests		The meeting adjourned at 12 noon to allow some members to attend the EGF Student Senate meeting, and reconvened at 1 p.m. to review the FY08 Administrative Services and the Outreach and Advancement budget requests. Lindsey Wangberg and Mary Fontes were not able to attend the aft. session. Stacey and Bonnie reviewed the requests and fielded questions from members.
15. 07-08 Committees	Cindy Cedergren	Cindy shared the 06-07 committee chart and asked for any additions or deletions to the list of committees, which will be used to create a list of committees for Shared Gov. Council in May. President Temte proposed the formation of a finance committee involving faculty, union groups, and students. She suggested it might meet quarterly to review the budget and discuss any other financial matters that need a broader perspective beyond supervisors and administrators. She suggested the Cabinet develop a structure and purpose for this committee and present it at the May SGC meeting.
16. Meeting adjourned at approx. 2:30 p.m.		
17. Next Meeting		Thursday, May 24, 2007 at TRF; 9 a.m.