



Northland Community & Technical College President's Administrative Council Meeting

Thursday, May 24, 2007
TRF Campus, Room 515, 9 a.m.

MINUTES

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

Absent: Lindsey Wangberg, Ron Dvergsten

Topic	Responsible Party	Discussion/Outcome
1. Budget Development	Anne Temte	The FY07 & FY08 budgets were reviewed. The FY07 budget (worst case scenario) projected a \$414,816 deficit, assuming all expenditure budgets will be spent by year-end. Discussion was held on the large amount of uncollectible tuition (approx. 50-60 FYE's). A suggestion was made to require students to pay a deposit (for those that have financial aid pending and are not required to pay before semester starts). Anne posed the question to members "should we budget for FYE's that are truly collectible instead of enrolled FYE's?" Shari asked each PAC member to individually and anonymously brainstorm and write down ideas on potential sources of revenue or ideas on efficiency measures the college could implement. Each member was asked to share one of their ideas with the group. Supervisors were asked to conduct the same brainstorming exercise with their staff by June 15 th and all ideas will be compiled and shared at the June meeting and used for future budget development planning.
2. Changes in Transfer Curriculum	Kent Hanson	Kent reported on a Bill in the Legislature that was recently passed that would have a major impact on our transfer program credits. This would affect us in FY09.
3. Financial Data	Shari Olson	Shari distributed and reviewed data on current and future debt services and historical state funding data.

4. FTE Data	Becky Holthusen	Becky shared historical data on FTE growth of faculty and support staff.
5.Records Retention	Shari Olson	Shari noted that the college needs to standardize practices in record retention and storage. A continuous improvement team was formed to address this project: Becky, Dennis P, Dennis B, Mary, Clinton, Bob, Stacey, Shari, and a designated COI representative.
6.Value Stream Mapping	Clinton Castle Bob Gooden	Clinton and Bob reported that a team is currently working on a new system of scheduling and maintaining college vehicles by utilizing Resource 25 software. This software will also be used for room scheduling. They expect to have it ready for use in mid-July. Training for support staff will be scheduled in early August, and training for faculty could be scheduled during pre-service workshop. Becky inquired about adding a check-off box for indicating a valid driver's license, and a process to identify when all vehicles are reserved. Clinton noted that drop boxes have been put in place for keys to be left after hours, instead of leaving them in the car. It was noted that Shari and Stacey will make a presentation at a national conference in June on the Continuous Improvement Program that has been implemented at NCTC.
7.Campus Management Teams and Facilities Committees	Anne Temte	President Temte asked for feedback from members about combining the CMT's and the campus Facilities Committees. Discussion was held. The CMT members from the EGF Campus were in favor of combining the two, as most of their topics overlapped each other. Some of the TRF topics overlap too. Shari was not in favor of combining the two, as the TRF Facilities Committee was in its infancy stage and both committees have many issues to address. It was determined that the structure and purpose of the CMT's be re-examined by the PAC and this topic will be re-visited at a future summer PAC meeting.
8.Task Force on Academic Accountability in Athletics	Anne Temte	President Temte reviewed the recommendations submitted by this task force to the Office of the Chancellor. Dennis Bendickson felt that we are meeting the recommendations in the report. Kent Hanson noted he wants to meet with the new athletic coordinators, coaches and Dennis Bendickson this summer to share this information. Dennis will schedule the meeting. President Temte also expressed a desire to participate in the meeting.
9.Memberships	Anne Temte	President Temte asked members if anyone has benefited from membership in Minnesota Campus Compact. The annual membership fee is \$2660. She decided to hold on renewing until after a meeting with that organization in June. She asked members if there was value in joining the Council of North Central 2-Year Colleges. No members were aware of benefits they had received from this membership. We will not renew. She asked if a compiled list of current memberships and subscriptions

		could be developed from college budgets. Dennis P. will check into that request.
10. Profit is Not a Dirty Word	Anne Temte	President Temte asked members to read the article that was distributed for discussion at a future PAC meeting.
11. Tuition Waivers- Criteria and Process	Anne Temte	Discussion was held regarding the White Earth CNA course. It was agreed to waive tuition since grant funds cover the costs. Jeff and Mike volunteered to develop some guidelines/criteria/process to address future tuition waivers for courses.
12. Summer Facilities Projects Updates	Clinton Castle Bob Gooden	Clinton reported on Phase II of the workforce/nursing project. The Mgmt. and Nursing areas are in progress and scheduled for completion on August 1 st . They are ahead of schedule at this time. The Welding/Electronics/cafeteria initiative project will start May 28 th , with completion scheduled for Aug. 15 th . The renovation of the theater lobby area is being planned for summer, with carpeting, lighting, and pillar modifications planned. Bob reported on the EGF boiler project progress, which is scheduled for completion in July. The '08 bonding project's design team will meet soon to finalize design plans.
13. Red Tagged Items	Clinton Castle Bob Gooden	Bob and Clinton explained the process of recycling items throughout the college with a red-tag system. The system will be used year-round to re-distribute equipment and supplies and an on-line inventory is being developed for employee access.
14. Rummage Sales	Clinton Castle Bob Gooden	The rummage sales will be scheduled in August on each campus.
15. Adopt a Flower Bed	Clinton Castle Bob Gooden	Clinton reported that 7 beds have been adopted in TRF and budgets have been established for each bed. All the plants and supplies will be purchased together and available for the "caretakers" of the beds next week. Bob reported that all of the flower beds at EGF were already designed and planned when the adoption project was developed. Therefore, no one has adopted any beds there.
16. Parking Fees	Bob Gooden	Bob addressed the issue of employees choosing to park on the street, instead of college lots, and choosing not to pay parking fees. Discussion was held on the process of charging employees parking fees through payroll and it was noted that only the President can issue a parking fee waiver and requests will be determined on an individual basis and will be limited to only those employees who truly do not or cannot drive to work.
17. Receivables	Dennis Paesler	Dennis reported that 64 summer session students are currently candidates to be dropped for non-payment. This equates to approx. \$46,000 (308 credits/10 FYE).
18. Front Line Leadership Conference	Becky Holthusen	Becky reported on correspondence she received from DOER, stating that no overtime hours should be paid to employees traveling to and attending this conference (May 23-24 in Coon Rapids) She will forward this memo to all supervisors, since she was not aware of everyone who was attending the conference.

19. Vacancy Request Forms	Becky Holthusen	Becky reported that the Cabinet had recently modified the vacancy request forms to include approval/signatures from the appropriate Vice President and President before the vacancies are processed and posted by HR staff. Vacancies will not be processed until all required signatures are obtained.
20. Test Proctoring	Stacey Hron	Stacey distributed a draft copy of the plans to standardize and schedule testing services college-wide. It was noted that high-stakes testing will soon be offered in EGF on a limited basis.
21. Meeting with Academic Deans	Anne Temte	President Temte asked if the Acad. Deans could meet with the Cabinet on Wed, May 30 to discuss the FY08 & FY09 budgets.
22. NISOD Awards	Jeff Thomas	Jeff reported that five faculty were honored at a recent NISOD conference in Austin, Texas, as recipients of excellence in teaching awards. Recipients who attended were Sue Field, Dorinda Sorvig, Barb Weber, and Kathy Huschle. The fifth recipient, Ruth LeTexier, did not attend the conference.
23. Meeting adjourned		Adjourned at 12:15 p.m.
24. Next Meeting		Thursday, June 21, 2007 at EGF, Room 106 at 9 a.m.