



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

Thursday, June 21, 2007  
EGF, Room 106

### MINUTES

Attendees: Dennis Bendickson, Clinton Castle, Cindy Cedergren, Ron Dvergsten, Mary Fontes, Bob Gooden, Kent Hanson, Mike Normandin, Shari Olson, Dennis Paesler, Anne Temte, Lindsey Wangberg. Guest: Michelle Thomas

Absent: Jeff Thomas, Becky Holthusen, Stacey Hron, Kirsten Melby, Bonnie Stewart

Topic	Responsible Party	Discussion/Outcome
1. Global Education-Climate Issues	Michelle Thomas	At the request of President Temte, Michelle provided a presentation regarding her Award for Excellence work with focus groups of 60 immigrant and international NCTC students. Focus groups discussed the needs of those students for the purpose of building the college's infrastructure to meet the needs of this student population in the future.
2. 07-08 PAC Membership	Anne Temte	President Temte suggested that the membership could expand to include additional supervisors. She will leave it up to each Vice President to determine who should be added from their divisions. The structure of the Campus Management Teams may also be affected by changes to the PAC. A question was raised whether to include the two faculty presidents on the PAC. No final decisions were made.
3. President's Update	Anne Temte	President Temte reported on recent Board action; most colleges are increasing tuition by 4%; The Board passed a resolution for 2-year colleges to hold tuition increases to 2% or less for FY09. Anne suggested that administration attempt to meet with area legislators this summer to discuss state funding issues, and discuss alternate funding sources.
4. Value Stream Mapping – Vehicle Check-out	Clinton Castle, Bob Gooden	A draft flow-chart was shared. Additional changes will occur once Resource 25 is put in place for scheduling the use and maintenance of vehicles.

5. Revised Facility Use Policy & Procedures	Cindy Cedergren	A task force worked on revising the existing policy and procedure. The major change in the policy is that all non-college sponsored events/organizations using the facilities will be charged rent and appropriate set up fees. Fees may only be waived by the President. Discussion was held on the philosophy of charging local non-profits. Charges will be assessed primarily because of a reduction in maintenance staff and the time spent preparing for these external events. Cindy was asked to provide a list of typical users to the President. Discussion will need to occur on what events the college is willing to act as a co-sponsor and waive fees. The policy and procedure will be discussed again at the July meeting.
6.Minnesota Development Conference	Anne Temte	Information regarding a MnSCU-sponsored conference on Sept. 25-27 was shared, and competitive forums scheduled in TRF on August 15 at the Ralph Engelstad Arena. Information will also be forwarded to Keith Lund, Mike Moore, and the Workforce Center.
7.Communication of Policies	Mary Fontes	Mary expressed frustration with policy changes coming from MnSCU in the spring and often following the printing of the student handbook, and how to deal with mid-year mandates. Communication among employees on draft policies and procedures also needs improvement – perhaps a blog for employees to respond to proposed policies. It was suggested that a “real time” student handbook be considered in the future.
8.Adjourned at 12 noon		
9.Next Meeting		Thursday, July 26 at TRF; 9 a.m. , Room TBA