



Northland Community & Technical College President's Administrative Council Meeting

Thursday, July 26, 2007
TRF Campus, Room 515, 9 a.m.

MINUTES

Attendees: Dennis Bendickson, Clinton Castle, Mary Fontes, Bob Gooden, Kent Hanson, Stacey Hron, Kirsten Melby, Mike Normandin, Shari Olson, Dennis Paesler, Bonnie Stewart, Anne Temte, Becky Lindseth; Guest – Jerry Schulte; Substitute Recorder – Julie Fenning.

Absent: Jeff Thomas, Ron Dvergsten, Lindsey Wangberg, Cindy Cedergren

Topic	Responsible Party	Discussion/Outcome
1. President's Update	Anne Temte	Dr. Temte shared new college-related announcements: Lindsey Wangberg, Director of Marketing, has taken another position, Becky (Holthusen) Lindseth was married on July 7 th , and Cindy Cedergren is on vacation for two weeks and Julie Fenning will be recording minutes.
2. Policy Revisions	Dennis Paesler Shari Olson	Dennis Paesler presented revisions to the 7022 & 7022P Accounts Receivable policy and procedure. Students are required to check their accounts on-line. Paper invoices will no longer be mailed to students on a routine basis. Ron Dvergsten expressed the need to send out statements to the FBM students. Dennis agreed to add the exception to the procedure. Ron will work with Dennis to update the procedure and email PAC for final review. Dennis will present final to Shared Governance Council meeting August 22, 2007. Shari Olson presented the updates to the Facility Use by External Organizations policy and procedure. MnSCU has new requirements for external use and Shari noted that

		<p>supervisors need to make sure employees are using the procedures outlined in the new process flowchart.</p> <p>Shari Olson shared that Dr. Temte has outlined the purpose of the Swenson House to be used as a training facility, retreat center, conference center, and college-sponsored events center. The Swenson House will no longer host private social events.</p>
3. Campus Management Teams/Facilities Committees	Anne Temte	Dr. Temte shared comments regarding the work of the campus management teams and the facilities committees being redundant. Final recommendation was to merge into strong facilities committees on both campuses and to revise the charge of facilities committees to include aspects from the management team.
4. All Employee In-Service Fall 2008	Anne Temte	Dr. Temte stated she wants supervisors to look at their calendars and determine a day where we can have a college all-employee in-service Fall 2008. The goal would be to set a date that would be prior to classes starting.
5. All Employee Meetings	Anne Temte	Dr. Temte presented the all employee meeting structure and calendar for 2007-2008. These meetings will all be held in-person at each campus.
6. Fall 07 In-Service	Anne Temte	Dr. Temte shared that Alexandria Technical College's President Kevin Kopischke will be here to speak to Northland regarding the challenges that colleges face today. Also presenting will be someone from UND discussing the opportunities in the area for regional development. These presentations will be taped for everyone to view. Concurrent breakout sessions will be held for faculty and staff. The Shared Governance Council meeting on August 22 nd will be moved to 3:00 pm.
7. Support Staff In-Service	Anne Temte	Tentative date set for September 28 th . Becky will draft an agenda/schedule that will include repeated sessions from the Aug. 21 in-service.
8. "Get Connected" Sub Group of Retention Committee	Mary Fontes	Mary Fontes presented an update from the "Get Connected" sub group. Goal of team was to help students to utilize the college's on-line services. Contests have been held encouraging the use of the link "MyNCTC". Mary requests that everyone go to the link "MyNCTC" and see if anything is missing that would be valuable to students.
9. Survey Data	Mary Fontes	Mary Fontes presented data of the Noel Levitz survey, Student Satisfaction Strengths, Graduation Survey and Retention Student Dialogues. Kent stated that we need to become more data driven, utilizing the results from the surveys to make changes. Questions that were raised included: 1) where this information is kept, 2) guiding principles for what is posted to the web and what is kept for confidential, 3) who interprets this information? 4) communication strategies to all employees. Dr. Temte requested Kent and Bonnie develop a task force to work on this opportunity. Members recommended included: Mary Fontes, Kirsten Melby, Rocky Ammerman, Ron Dvergsten, ITS staff, Business Office staff, and HR staff.

10. Marketing, Recruitment, and Enrollment Management Task Force	Anne Temte	Dr. Temte presented the idea to create a Marketing, Recruitment, and Enrollment task force to develop and implement innovative marketing and recruitment strategies that enhance college enrollment and attract students from areas beyond the traditional geographic service area. A task group outline was handed out with recommended co-chairs and members. This team will need to utilize existing resources.
11. Decisionmaker & Investigator Training Sessions for FY08:	Becky Lindseth	Becky Lindseth shared information regarding the Decisionmaker & Investigator training sessions for Administrators for 1B1 Investigations. She will forward more details to administrators.
12. Credit Card Issuer Access to Student Information	Becky Lindseth	Becky Lindseth presented information on the new law effective July 1, 2007, restricting credit card issuers access to student information.
13. Value Stream Mapping Presentations	S. Hron J. Schulte D. Paesler C. Castle B. Gooden	<p>Administrative Services supervisors presented their Value Stream Mapping projects, sharing the process flowchart, project highlights, and the standard operating procedures.</p> <p>Stacey Hron presented on the new college-wide process for On-Line Proctoring. She outlined the project highlights with two questions for PAC members: (1) Charging back of paper/pencil exam postage. PAC supported charging postage back to the instructor/program, where the instructors provide postage paid envelopes. (2) Recommendation from the VSM team was that make up exams will not be proctored in the Testing Center without written approval from the Academic Dean. Stacey will contact Dean Dalen to work through final process. This was approved.</p> <p>Gerald Schulte presented on the new college-wide process for Accounts Receivable – Cash Receipt of Tuition and Fees in the bookstores. Students are encouraged to utilize the E-Services and pay on-line vs. in the bookstores. Comments from the group (1) need to have signage visible to students before entering the bookstore, and (2) look into the check machines that automatically process personal checks. Dennis and Jerry will look into MnSCU policy regarding charging back credit card fees to students. Last year it totaled \$44,000.</p> <p>Dennis Paesler presented on the new college-wide process for Fixed Assets Inventory. There was a request to also create a procedure for adding new inventory.</p> <p>Clinton Castle and Bob Gooden presented on the new college-wide process for Vehicle Checkout. The checkout system will be on-line. ITS staff will be creating this program. Bob and Clinton will communicate to all employees once the process is finalized.</p>

14. Bookstore Personnel Update	Dennis Paesler	Dennis Paesler shared that Rosie Gustafson will be returning to the Bookstore Manager position. COI is working on the open Testing Center proctor position. Dennis shared that Bonnie Klasen is now permanently located in the TRF Bookstore, and that communication will be sent out to all employees regarding the change.
15. EGF Cyber Space	Stacey Hron	Stacey Hron presented a drawing of proposed cyber area design and showed examples of the color scheme to match the EGF capital building project. Stacey and Bob will move forward with the project.
16. Student Right-to-Know Graduate & Transfer Out Rates:	Anne Temte Dennis Bendickson	Dr. Temte was unclear about the procedure and the status of this item. Dennis Bendickson is responsible and shared that it is posted on the web site.
17. PAC Membership 07-08	Anne Temte	Dr. Temte presented the 2007-2008 PAC Membership list and discussed including AFSCME, faculty, and MAPE representatives. Becky and Anne will review membership list.
18. FY07 Budget Update	Dennis Paesler	<p>Dennis Paesler presented preliminary FY07 final budget. The last date to enter information into ISRS for FY2007 is August 10th. Tuition paid through August 10th will be recorded in FY07. Payroll will be closed August 31st. Final fund balance FY07 will be available in October.</p> <p>FY2008 budget has been finalized per category. Additional work needs to be done transferring funds in the appropriate cost centers. Final budgets will be completed by July 31st.</p>
19. Next Meeting		August 23, 2007; 9 a.m. – originally scheduled for EGF; Later changed to TRF Campus