



Northland Community & Technical College President's Administrative Council Meeting

Thursday, August 23, 2007

TRF Campus, Room 735

9 a.m

MINUTES

Attendees: Rocky Ammerman, Karla Anderson, Dennis Bendickson, Robbi Brateng, Cindy Cedergren, Dean Dalen, Ron Dvergsten, Mary Fontes, Kent Hanson, Stacey Hron, Gene Klinke, Becky Lindseth, Kirsten Melby, Julie Olson, Mike Normandin, Shari Olson, Dennis Paesler, Donna Quam, Linda Samuelson, Jerry Schulte, Tony Sorum, Bonnie Stewart, Anne Temte, Jeff Thomas.

Absent: Clinton Castle, Bob Gooden, Pat Balstad, Michelle Benitt, Ellen Brehmer, Renee Kringlen

Topic	Responsible Party	Discussion/Outcome
1. All-Employee In-Service for Fall '08	Anne Temte	President Temte asked for suggestions for an in-service day next fall when all employees could meet together. Discussion was held, but item was tabled for more discussion after review of the 08-09 calendar.
2. 07-08 Committees	Cindy Cedergren	Cindy distributed a chart that identified all the college and campus committees and asked for any changes in chairs/co-chairs. Additional changes should be sent to Cindy.
3. Facilities Committees	Anne Temte Shari Olson	Anne and Shari reviewed the decision to disband the current Campus Management Teams and the formation and purpose of the Campus Facilities Committees. A memo will be sent to all CMT and Facility Committee members.
4. Distance Education Committee	Anne Temte Kent Hanson	Kent will work with the Deans and faculty to develop a purpose and objectives for this new committee.
5. Pioneer News Articles	Anne Temte	Anne assigned all administrators and supervisors to write an article for the Pioneer News. She distributed a schedule for each week of publication. Articles are due to Julie Olson the Thursday prior to publication date.
6. Bookstore Revenue Subsidy of Student Cafeteria Purchases	Anne Temte	A proposal for establishing a subsidy for purchases in the cafeteria by students was discussed. The subsidy could be anywhere from 10-20% off the cost. Discussion was held, and some members were opposed to subsidizing a private vendor with college funds. One member suggested that a meal plan discount could be used as a recruiting tool. Another discussion centered on re-negotiating the contract for food service. Administration Services plans to have an RFP ready in Feb. An ad hoc committee will be formed to develop the RFP and also serve as a selection committee.

7. TRF Cafeteria Remodeling	Shari Olson	Shari reported that the carpeting will be installed on Mon, Sept. 10. Discussion was held on serving a free meal to students in the commons or outside, as a "Student Appreciation" activity. It was recommended that the costs be funded from bookstore revenue. Dennis Bendickson and Mary Fontes will contact their Student Senate advisors about this recommendation.
8. Fair Labor Standards Act	Becky Lindseth	Becky explained the terms and conditions of non-exempt versus exempt employees as it relates to FLSA and overtime/comp time hours. She stated that MAPE and MMA employees are not allowed to be paid for overtime or comp time, as they are considered professional employees and are expected to balance their hours within the same work week. Only special circumstances will be considered, and all hours must be pre-approved by the supervisor and planned in advance. Travel schedules for recruiting staff were discussed. Administration will be reviewing costs of overtime/comp time in FY07 and costs will be monitored more closely in FY08 since personnel budgets cannot accommodate the added expense.
9. Lockdown Drill	Becky Lindseth	Becky stated that a lockdown drill for all employees and students will be conducted in October. She asked members to inform her of any dates that would be poor choices for this drill to take place. One date mentioned to avoid was Oct. 23.
10. Organizational Chart	Bonnie Stewart	Bonnie briefly described changes in the marketing portion of the Outreach and Advancement Division. A new job description for the former Director of Marketing position should be ready within two weeks. Any marketing pieces needed during this transition period should be forwarded to Bonnie Stewart and copied to Julie Olson. They will determine a process to meet the marketing needs in the interim. A Marketing Task Force, co-chaired by Stacey Hron and Gene Klinke, has been formed to brainstorm new and best practices in marketing and recruiting. They will begin meeting within two weeks.
11. Records Retention – Value Stream Mapping Project	Karla Anderson, Brian Larson	Karla and Brian asked for volunteers to serve on a Value Stream Mapping team to work on record retention and storage issues. Divisions involved in this project are: Business Services, COI, Human Resources, Student Services, and Academic Affairs. A sign-up sheet was distributed for volunteering (2 from each campus for each area are needed)
12. Managed Printing	Stacey Hron	Stacey distributed a recommendation made by the Managed Printing Continuous Improvement Team on student and employee printing. Discussion was held. There was no opposition to the recommendations at this meeting.
13. Transition Plan for VP of Admin. Services	Anne Temte	Anne announced that Shari Olson has accepted a position as President of Eastern Wyoming College in Torrington, Wyoming. She will be leaving Northland in mid-December. Anne stated she was pleased with the current structure of administrative services and has seen great progress since Shari has been overseeing this division. She met with Shari's direct reports and they are committed to continuing with plans to make changes and improvements to the division. Plans are to post and fill the VP position as soon as possible.
14. Sept. 28 Support Staff In-Service Workshop	Anne Temte Becky Lindseth	Anne stated that various locations are being considered for conducting this in-service off campus. All support staff are expected to attend unless they attended the Aug. 21 In-Service. The sessions that were held at the August 21 in-service will be repeated.

15. Rummage Sale-TRF	Shari Olson	Rummage sale at TRF Campus has been scheduled for Sept. 20. Discussion was held on whether or not employees can purchase items at the sale. Dennis Paesler will research and make a final determination on this matter and communicate the info to all employees.
16. Veterans' Center	Dennis Bendickson	Laura Farris is the new Veterans' Center representative for both campuses. She will be on the TRF Campus 2 days per week, and one day on EGF Campus. (It is unknown which days at this time) Mary Fontes stated that Laura will be opening the Veterans' Center in EGF next Tues.
17. Library Hours	Jeff Thomas	Jeff recommended that Library hours be changed to close at 6 p.m., opposed to 7 p.m. as it is currently. The slow traffic and the lack of a sufficient number of work study students warrant the earlier closing. Week-end hours were also discussed. There was no opposition stated regarding the 6 p.m. closing.
18. Food/beverages & Meals for employees	Anne Temte	Anne stated that only beverages and snack bars will be served at future PAC meetings. State policy states that meals should not be furnished to employees for regularly scheduled meetings. Therefore, unless meetings are conducted over or through the lunch hour, employees should be purchasing meals at their own expense. If off-campus, they can claim those meals for reimbursement.
19. Budgets	Dennis Paesler	Dennis stated that the FY07 budget is not officially closed for another month or so. He projects a budget surplus of \$330,000. The FY08 budget is projecting a deficit balance of \$72,000. Dennis will send a notice to employees explaining the budgets available to them.
20. Drop for Non-Payment	Jerry Schulte	Jerry reported that on 8/20 there were 700 students on the drop list; reduced to 495 as of 8/23. Drop date is midnight on 8/24.
21. Enrollment Update	Rocky Ammerman	Rocky reported the following enrollment figures and comparisons to last year at this time: EGF Campus: 1800; last year 1676; TRF Campus 1329; last year 1297; Distance Ed. 362; last year 376.
22. Adjournment		Meeting adjourned at 11 a.m.
23. Next Meeting		Thursday, September 27, TRF Campus, 9 a.m., Room 601.