



Northland Community & Technical College President's Administrative Council Meeting

September 27, 2007; 9 a.m.
TRF Campus, Room 601

MINUTES

Attendees: Dennis Bendickson, Clinton Castle, Cindy Cedergren, Mary Fontes, Bob Gooden, Kent Hanson, Becky Lindseth, Stacey Hron, Mike Normandin, Shari Olson, Dennis Paesler, Bonnie Stewart, Anne Temte, Jeff Thomas, Mark Johnson, Karla Anderson, Gerry Schulte, Renee Kringlen, Ellen Brehmer, Donna Quam, Dean Dalen, Michelle Benitt, Linda Samuelson, Tony Sorum, Robbi Brateng, Julie Olson

Absent: Ron Dvergsten, Rocky Ammerman, Gene Klinke, Pat Balstad, Kirsten Melby

Topic	Responsible Party	Discussion/Outcome
1. College Awards of Excellence	Kent Hanson	Discussion was held on whether or not there should be priorities or a focus on future awards of excellence projects by faculty. Suggestions shared were: program re-design, new and emerging areas; program improvement; retention strategies; on-line program development; other ideas may be generated through Shared Governance Council.
2. Marketing, Recruitment & Retention Task Group Update	Stacey Hron	Stacey provided a written and verbal report on the task group's efforts to date. She noted that all minutes of the task group are located in Virtual Office/committees/marketing/task group. Discussion followed regarding plans to conduct marketing in the Winnipeg area.
3. Interim Marketing Director position update	Bonnie Stewart	Bonnie reported that Mark Johnson will be stationed in the COI Suite at the EGF Campus on Mon-Wed-Fri. Julie Olson will also have established office hours in EGF.
4. Lockdown Drill Info	Becky Lindseth	Becky reported that the TRF Campus drill is scheduled for Oct. 22, and on EGF Campus on Oct. 29. Information will be emailed to employees. The exact time of the drill will not be provided.
5. Security Awareness	Becky	Becky noted that all employees (and their supervisors) will be notified if they have not

Training	Lindseth	completed the on-line training.
6. Support Staff In-Service	Becky Lindseth	Becky responded to an inquiry about employees' work schedule on Sept. 28 th . She noted that all employees are expected to meet their normal work schedule commitment, including time spent at the in-service and travel back to their respective campuses. Employees may elect to take vacation leave instead of returning to work, or arrange for an alternate work schedule with their supervisor. A memo was sent this week to all supervisors regarding this issue.
7. December 24 th	Anne Temte	President Temte announced there would be no early dismissal for employees on December 24. They may take vacation leave. Departments may choose to close their offices if all their employees plan to take vacation leave. It was noted that a floating holiday could be used by probationary employees who do not have vacation leave. Questions were raised on whether we could close the college to the public, even though some employees may be working. (Shari Olson will check into this issue). This topic will be revisited in October.
8. Focus Groups with Cabinet	Anne Temte	President Temte reported that Cindy will be setting up times for the following divisions to meet with the Cabinet this year - Academic Affairs, Student Services, Administrative Services, Outreach and Advancement.
9. Naming the TRF Commons	Anne Temte	President Temte announced plans to recommend to the Chancellor that we name the TRF Commons after Dr. Orley Gunderson. The proposed event to present this is Oct. 22 at the Foundation Contributor Appreciation Event. Students, employees, and the general public will be given the opportunity to express their support or opposition to this recommendation next week.
10. Open House/Dedication	Cindy Cedergren	Cindy announced that the date for the Open House and Dedication/Ribbon Cutting Ceremony for the WorkForce Center, Mgmt. Education, Welding, Robotics, and Electronics areas is set for Wed, Nov. 28 th . She will be working with the faculty, Workforce Center, and Julie Olson on the event. Anyone having ideas for the event was asked to contact Cindy or Julie.
11. Aquatic Center Info	Anne Temte	President Temte reviewed the history of a proposal for an aquatic center in TRF, submitted by the City of TRF, and the role of the Multi-Events Center's Joint Powers Board. She noted that prior arrangements for the MEC have to be revisited and amended to reflect the current process.
12. TRF Campus Sunday Hours	Kent Hanson	Kent reported that maintenance will be on duty during all hours (total of 4 hours on Sun for maintenance purposes); He estimated an approximate cost of \$2,000 for salary and benefits for Sunday hours for the remaining academic year. The campus will be open from 1-4 p.m. A workstudy student/part-time employee has been assigned to oversee the gym and fitness center, and other workstudy students will oversee the library and the

		computer lab. Soon to-be-hired Success Coordinators will also be assigned Sunday supervision.
13. Right-Sizing Initiative	Shari Olson	Shari reported that Oct. 8 th will be the kick-off for the right-sizing initiative, with leadership from Sally Grans of the Office of the Chancellor Facilities Division, and YHR Architects. She noted that the Office of the Chancellor requires all colleges to update their Master Facility Plan every five years. Board review of NCTC's plan will be in March or April 2008.
14. Strength-Finder Professional Development	Shari Olson	Employees who have participated in this training provided positive comments about its value.
15. Mission Organization: Records Retention Project	Shari Olson	Shari asked for support and approval to include various employees in this project, as noted on a handout. Faculty presidents will poll their units for interested faculty. Shari provided clarification of the overall training and project.
16. Entrepreneurial Conference	Bonnie Stewart	Bonnie announced that the first Entrepreneurial Development Conference is scheduled for Oct. 23 at the Swenson House.
Adjournment		Adjourned at 10:45 a.m.
Next Meeting		Thursday, October 25; 9 a.m. – EGF Campus, Room 315
		Agenda items due to Cindy Cedergren by Oct. 18th