Northland Community & Technical College
President's Administrative Council Meeting

Thursday, February 28, 2008
EGF Campus, Room 315; 9 a.m.

MINUTES

Attendees: Rocky Ammerman, Michelle Benitt, Robbi Brateng, Ellen Brehmer, Clinton Castle, Cindy Cedergren, Dean Dalen, Mary Fontes, Bob Gooden, Stacey Hron, Robert Hunter, Mark Johnson, Gene Klinke, Renee Kringlen, Becky Lindseth, Kirsten Melby, Sara Mills, Mike Normandin, Julie Olson, Dennis Paesler, Donna Quam, Jerry Schulte, Bonnie Stewart, Anne Temte,

Absent: Karla Anderson, Pat Balstad, Ron Dvergsten, Kent Hanson, Norma Konschak, Linda Samuelson, Tony Sorum

Topic	Responsible Party	Discussion/Outcome
1. New course placement/cut scores	Dalen	Dean distributed a form that will be used for recording Accuplacer Scores and interpreting the appropriate course placements for students. The respective policy/procedure regarding this change will be in effect Fall semester 2008.
2. ISRS Rights, View Access Rights for Non-HR Users	Ammerman Lindseth	Rocky reminded all supervisors that whenever new personnel are hired there are procedures to follow to obtain the appropriate rights for ISRS components, through the MnSCU office. Rocky and JoAnn Schill can set or change rights for current personnel who are currently set up in the system. Supervisors need to determine the rights the employee needs. Supervisors need to review their employees' rights periodically, especially when job duties change. An audit finding cited the college for having too many rights to employees. The Business office is working on developing mitigating controls to remedy this problem. Stacey noted that we will update to Version 8 in ISRS and she will be sending out instructions on how to install the update. Becky noted she is authorized to give "view only" access to HR screens, (for those having a "business need to know") containing information that is considered public data, such as academic affairs in gathering data on salaries, etc.
3. Log of Student Complaints	Fontes	Mary briefly introduced the form that is to be used to gather data on student complaints, whether formal or informal. The current policy and procedure regarding this topic will be revised to explain how this data will be entered electronically and maintained. More info will be forthcoming.
4. Timesheets for EGF Employees	Lindseth	Becky reminded supervisors that signed timesheets and appropriate leave slips must be submitted in a timely manner to Tiffanie Bieganek in order to be processed in the small window of time that payroll can be entered into the system. Every person whose timesheet is late, or arrives unsigned, holds up the process of entering the transactions. There are certain employees who are chronically late and have been reminded numerous times.

5. April 7th Support Staff In-Service	Lindseth	The agenda will soon be finalized and distributed. The in-service is required for all non-faculty employees and all supervisors who are not involved in the faculty in-service workshop activities. Deanna Murphy will facilitate long-range planning sessions for 2 hours, in addition to speakers on customer service, ergonomics, and information on Minnesota refugees from the Minn. Dept. of Health. The workshop will be held at the Swenson House. Offices will be closed during the workshop hours, and signs should be posted to inform the public and faculty. A press release may be submitted to the media.
6. QuitPlan	Lindseth	Tabled until more information is available.
7. Personnel Update	Lindseth	Becky provided an update on various vacancies. Postings are out for the V.P. of Admin. Services and Planning, and (2) Deans of Academic Affairs; Dean of Student Development is waiting for classification; Financial aid support position has been posted as a ¾ time position; Temporary position in the TRF Bookstore; Auto Service faculty replacement will be announced soon; Retirements and resignations occurring: Don Brown, retiring April 4th, Kevin Stuckey, resigning at end of semester; Donna Quam plans to retire within the next few months. Becky noted there will be approx. 10-12 searches in progress over the next few weeks and encouraged members to volunteer to serve on committees. New employee was announced – Jennifer Donarski, who replaced Susan Harrie's former position in EGF Student Services.
8. EGF Parking	Lindseth	Becky reported on the difficulties the EGF campus is having with parking violations, particularly parking in driveways and blocking entrances, often creating a problem for those entering and exiting the lots, and a potential hazard for emergency situations. Discussion was held on a feasible solution. It was noted that the EGF Police Dept. has been more prompt to ticket vehicles when requested. A suggestion was made to communicate to those parking in lots that random parking checks will be conducted by the police dept. and violators run the risk of being ticketed. It was determined that no major changes would be made to the current process at this time.
9. Bookstore Hours	Paesler	Dennis reported that currently the bookstores are open to the public from 8 a.m.-4:30 p.m. A decision has been made to change the closing time to 4 p.m., to allow additional time for employees to close out records each day before their scheduled shift end at 5 p.m. This change will be implemented starting spring break.
10. FY07 MnSCU Audit Findings	Paesler	Dennis shared a synopsis of audit findings pertaining to all MnSCU Colleges' citations, to demonstrate the type of issues that are looked at by auditors and asked supervisors to make sure we are in compliance with the appropriate policies and procedures regarding the findings. Types of issues discussed were: scholarships, purchasing (indicating dates that goods are received); security access; Perkins loans; fixed asset inventory; tuition waivers. The complete audit report was distributed to all members prior to the meeting. President Temte thanked all the members for their roles in complying with the requirements and policies pertaining to audits, and for keeping the college's audit findings at a minimum. She noted the presidents are evaluated on the number of violations a college is cited in internal audits.
11. FY09 Budget Request Process	Paesler	A compilation of the appropriate FY09 requests will be distributed this week to each of the following areas: Academics, Student Services, Advancement, and Admin/HR for prioritization. These groups will need to meet and finalize the lists by March 14; the

		Cabinet will review and make decisions on the budget in April; and share information with Shared Gov. Council in May. Becky stated that MSCF reached a tentative contract agreement this week, so we should soon have a better picture of the budget impact regarding personnel costs for FY09.
12. Foundation Update	Stewart	Bonnie shared data that indicated the growth in Foundation assets, scholarship dollars provided, and cash contributions received between FY05 and FY08. She shared information and encouraged participation in the Foundation's fundraiser event "Cruising with Northland on the USS Swenson – A Celtic Cruise", scheduled for Sat, April 26 at the Swenson House. Tickets are $25 and includes a full-course evening dinner and a concert by the Celtic group "Caleigh". Tickets are available at the Foundation office, from any Foundation Board member, or any Fundraising Committee member (P.S. - Julie Olson and Cindy Cedergren are committee members). Bonnie also shared a memo being sent to all employees soon about employee giving. She reported that 29% of employees currently contribute to the Foundation. Their goal is to reach 60% this year. She noted that an individual may establish an endowment with a $10,000 contribution, payable over a 5-year period. She noted that the EGF branch of the Foundation will be scheduling a golf scramble fundraiser this June.
13. 360 Degrees-Center of Excellence Program	Stewart Melby	Bonnie and Kirsten shared information and a website regarding the 360 Degree Manufacturing and Applied Engineering Center of Excellence program with Bemidji State University and other partnering colleges. They reported that (2) ROBO Storm Camps will be scheduled this summer for youth in TRF and EGF; President Temte reported that this is an excellent career ladder program.
14. Organizational Structure	Temte	Anne reported that the restructuring plans will soon be finalized. She noted that she was pleased with how many employees have stepped up to share ideas and assist with the transitions in progress; She noted that Mary Fontes will serve as the Dean of Student Services college-wide, supervising enrollment management, registration, advising, and financial aid. The Dean position at the TRF Campus will be configured as the college-wide dean of student development, supervising student life, athletics, and Learning Support. The Learning Centers will fall under Student Services, rather than Academics, and Dean Dalen will oversee both Learning Centers. Anne noted that it is important to continually project a "one college" image both internally and externally. She noted that faculty and administration are continuing discussions about future changes in academic administration structure.
15. Right-Sizing Initiative-TRF Campus	Temte Castle	Anne reported on the status of the bonding bill and HEAPR requests in the legislative process. Clinton reported on the status of the right-sizing initiative. He stated that funding for this may be available in stages, and stages may be as follows: Stage 1 may be relocating Criminal Justice to the main campus (which will involve converting the day care center and the ITV classrooms); Stage 2 may be updating the theater with HVAC systems and changes to seating to increase utilization for general purpose usage; and Stage 3 may be relocating Architectural Technology and Auto Body Repair to areas nearby their current locations.

		Many of the decisions surrounding the use or abandonment of some of the older airport campus facilities will be made once the proposal to UND for the Air China project is accepted or rejected. We may not have a decision from them until May 1st. Anne noted that Bill O'Brien, the consultant hired to assess the aviation program, will be on campus the week of March 3 and will meet with several groups and individuals. Jim Retka is coordinating the schedule for his visit.
16. Proposed Policy & Procedure Review:		
1) Credit Card Procedure	Schulte/Paesler	The existing procedure with proposed changes was shared and discussed. Further revisions are needed to reflect changes in the use of transaction logs and purchasing items from cost centers in which the card holder is not authorized to approve expenses.
2) Drop/Add/Withdrawal	Fontes	Mary distributed a revised copy of the policy since the last distribution with the PAC materials. She asked members to review it and submit any further changes to her. It was noted that consistency in using the term "you" or the "student" in policies should be reviewed. This policy will go back to Shared Governance in March for final reading.
3) Participation for Non-Credit	Normandin	A proposed policy & procedure was shared and discussed. Discussion centered on how this will work within the ISRS registration system, and a work group will work on developing the procedures needed. This policy will fall under the Academic Series and therefore will go through the AASC policy process.
4) Fundraising		Tabled until further revisions are made.
5) MnSCU Policy-Tuition and Fees	Temte/Paesler	Anne drew attention to some of the proposed changes to MnSCU's tuition and fees policy and asked members to discuss and consider some of the items contained in the policy for Northland; such as changes in the student fee & athletic fees. Student Senates need to be involved in discussions about fees.
17. Catalog & Student Handbook/Planner	Olson	Julie stated that faculty and staff have received portions of the college catalog that need to be reviewed and updated, with a deadline of April 1 for revisions to be submitted. Policy Series Managers were reminded that new policies or changes to policy or procedures need to go through either the SGC or AASC review process before submittal for the student handbook and catalog, and there are only 3 meetings remaining in the year to get this accomplished.
18. Next meeting		Thursday, March 27, 2008; TRF Campus, Room 635, 9 a.m.