



Northland Community & Technical College President's Administrative Council Meeting

March 27, 2008

TRF Campus, Room 635; 9 a.m.

MINUTES

Attendees: Rocky Ammerman, Karla Anderson, Pat Balstad, Michelle Benitt, Robbi Brateng, Ellen Brehmer, Clinton Castle, Cindy Cedergren, Dean Dalen, Mary Fontes, Bob Gooden, Kent Hanson, Stacey Hron, Robert Hunter, Mark Johnson, Gene Klinke, Norma Konschak, Renee Kringlen, Becky Lindseth, Kirsten Melby, Julie Olson, Dennis Paesler, Jerry Schulte, Anne Temte,

Absent: Sara Mills, Tony Sorum, Linda Samuelson, Ron Dvergsten, Gene Klinke, Mike Normandin, Donna Quam

Topic	Responsible Party	Discussion/Outcome
1. Subpoenas, Court orders, Warrants	Fontes	Mary Fontes reported on the process that needs to happen when information is needed to comply with subpoenas and court orders. She noted that we must acknowledge the requests, but all requests must go through the Registrar's office and an administrator will seek the advice of the Attorney General's office before the college provides the information. In instances when non-directory information is requested, the individual student(s) must be notified in advance of the information being released, and have an opportunity to contest the release of that information. Only directory information (contained in the Data Privacy Policy) can be released without notifying the student, except in instances where a student has formally indicated in their student record that no information about themselves can be released. She noted that computerized or video taped information was added to the list of directory information last year. Arrest warrants: Mary noted that a student's schedule is not directory information, and therefore cannot be released to a law enforcement official. She noted that someone from the Registrar's office (or other administrator in their absence) should be notified when law enforcement needs to speak to a student during class time, and the appropriate employee will bring the student to the officer. No employee should bring an officer directly to the classroom to meet the student, unless the officer indicates there is imminent danger.

2. Student Code of Conduct & Investigations	Fontes	Mary noted that a statement will be added to the current policy regarding the student's right to appeal to the President or request a formal hearing by a Judiciary Board. Judiciary Boards will be established on each campus. She also noted that the outcome of an investigation involving student conduct or any other types of complaints, is confidential and may not be shared with other employees, students, or the general public. However, a student may share the information if they choose to do so.
3. Aviation Update	Retka, Temte	Jim briefed members on the meetings held recently with legislators and MnSCU officials, and plans for the community forum scheduled tonight. The meetings in St. Paul had a very positive outcome, with the Chancellor and the legislators fully supporting the efforts to revive the program, with an aggressive marketing plan. The OOC will provide some resources to accomplish this. We will aggressively recruit students between now and August 1st. He noted there is a high demand for A & P mechanics nationwide, and is projected to be higher over the next 15 years, due to a retiring workforce (average age is 55 years old). General aviation companies are in need now. We plan to initiate a differential tuition to be able to continue extensive marketing of the program. We plan to reduce fixed costs of operating the facilities by making improvements to the air circulation, programmable thermostats, sealing doors and windows, mothballing unused areas, negotiating a reduction in the lease costs, etc. Other plans include the following: Approx. 11 aircraft will be traded, sold or scrapped; the hangars will be cleaned up; currently stored excess inventory will be sold or disposed of; an avionics certificate will be developed; military personnel will be one of the targeted populations in recruiting efforts; we will set a goal to establish (10) \$1,000 scholarships for new students; we will rewrite the curriculum to operate a year-round 15-month program. It was reported there are approx. 120 names on a prospect list, with 5 or 6 actual applications received to date. Members congratulated and thanked Jim Retka for his passion and extensive work on this program in a short period of time!
4. Right-Sizing at TRF	Castle	Clinton reported on plans to relocate Criminal Justice to the current Day Care Center and Rooms 323, 325 & 329 this summer. The ITV equipment (Rooms 325 & 329) will be relocated to Room 625 & 627. Other proposed moves, such as Auto Body, CAD, Suite 425, and other Student Services functions, will be implemented only as the current budget allows. MnSCU officials did not approve funding for these right-sizing initiatives, and suggested that we submit a request for bonding bill funds in 2010 to cover any of the higher-cost projects. It was suggested that a one-page fact sheet be developed & distributed to all employees which outlines the details and phases in which the proposed right-sizing projects will be scheduled and funded. President Temte asked members to forward questions and concerns related to the right-sizing plans to either her or Clinton Castle, and those questions and concerns will be addressed in the fact sheet.

5. Bonding Bill Update	Gooden, Castle	Bob reported that the EGF project has passed the House and Senate, and soon goes to the Governor. May 17 th is the end of the legislative session. Bob reported that various EGF projects are open for bidding now, with bid openings set in April.
6. Personnel Update	Lindseth	Becky reported on current vacancies: V.P. of Planning and Administrative Services; Dean of Student Development; (2) Deans of Academic Affairs; Financial Aid Director; Faculty vacancies – Criminal Justice, Accounting, Philosophy, English, Automated Systems, (2) Biology. Others in the pipeline are: Dean of Outreach and Innovation and Foundation Director. She reported that James Nelson was hired as General Maintenance Worker at TRF, starting 4/2/08. Aubrey Madler has resigned from the EGF Library Tech position; plans are to hire a temporary employee through May.
7. Proposed Phone Number Changes	Schulte, Gooden	Jerry asked for feedback on a proposal to make changes in the phone numbering systems on both campuses. Many questions were raised; Jerry will check into the possibility of having a college-wide toll free number, versus 2 different numbers. The proposal would not change the existing main numbers to the college switchboards, only the individual employees' office phones, allowing them to have the same number for external and internal calls. However, the prefixes for all numbers on both campuses would likely change. Concerns were raised about the need, cost, and time involved in making changes to things such as business cards, HR records, all letters that are generated in the admissions process, etc. Jerry and Bob will present their proposal to the Cabinet for a final decision. If approved, the changes would occur this summer. The tie line between the two campuses is still in the testing stage, and hasn't been announced to all employees.
8. Registration & CCSE Survey	Ammerman	Rocky reported that summer and fall registration starts on April 1 st . The Community College Student Engagement Survey is being administered in randomly selected classes this week on both campuses.
9. Foundation News	Benitt	Michelle reported that 95 students (70 were in attendance) received 130 scholarships, totaling \$64,000, at a ceremony on March 24 th . Terry Wiseth received the Peter Hess Memorial Faculty Award. She noted that the Cruise Event fundraiser is scheduled for April 26 and tickets are still available from Board members and Fundraising Committee members (see Anne, Julie O, Cindy, or Michelle for tickets!). June 26 th is the date for a golf fundraiser tournament in EGF. The group congratulated and thanked Robbie Brateng for his efforts in recruiting three new charter members to the EGF Foundation.
10. Learning Center	Brehmer	Ellen reported that the Somali student population at the EGF Campus continues to grow.
11. Business Office	Anderson	Karla reported that as students are attempting to register for summer and fall semesters, all students owing money will experience holds on their registrations.
12. Catalog	Johnson	Mark reported that changes to the catalog are due April 1; faculty will turn in changes made at the April 7 th in-service.
13. Class Schedules & VITA	Konschak	Norma reported that the fall schedule is nearly ready. She also reported that in the Volunteer Income Tax Assistance (VITA) program, 150 tax returns had been e-filed to

		date, in addition to the economic stimulus application filed. Plans are being discussed to implement this program at the EGF Campus next year.
14. Technology & Facilities Survey	Hron	Stacey encouraged members to complete the on-line survey that was recently distributed, for feedback on technology and facilities divisions.
15. HLC Visit	Hanson	Kent reported that the Higher Learning Commission Accreditation Visit is scheduled for April 26-28, 2010. There will be a lot of work, and all employees will be involved in the process to prepare the Self-Study, and the visit. Brian Huschle is the Chair, and Sherry Lindquist is the writer of the Self-Study. They will be sharing Information at the in-service workshops on April 7 th .
16. Student Senate	Hunter	Robert reported that the Student Senate recently traveled to Washington, D.C.
17. COI Update	Balstad & Melby	Pat reported that COI had received an MJSP grant for lean health, to work with long-term care facilities in Crookston and Fertile, for a 3-year timeframe, totaling approx. \$280,000. The program began on March 1 st . She anticipates a grant signing ceremony in May. Kirsten reported on the ROBO Storm Summer Camp scheduled for June 25-26 at the TRF Campus, and tentatively set for July 23-24 at the EGF Campus. The TRF camp is an overnight event, with 24 maximum students, who are currently 6, 7 and 8 th graders. Becky reminded Kirsten of the requirement to do background checks on any employees who will be assigned to supervise the students overnight.
18. Food Service RFP	Gooden	Bob reported that the RFP's for food service on both campuses are due in April. The contract will be for 3-years, with an option to add two additional years upon agreement by both the college and the vendor.
19. Testing Services	Temte	Anne noted that testing services college-wide need to be discussed and examined with those involved in the process, to ensure a balance in the workload for the staff available.
20. PAC Retreat	Temte	Anne noted that PAC members will participate in a 1-day leadership retreat this summer. The date is yet to be set, but is anticipated around the end of July, when the new administrative and supervisory positions have been filled.
22. Next meeting		Thursday, April 24, EGF Campus, Room 315; 9 a.m.