



NCTC President's Council Minutes – September 1, 2015 at 2:00 p.m.

Present: Dennis Bona, Sheila Bruhn, Carey Castle, Mike Curfman, Mary Fontes, Brian Huschle, Shannon Jesme, Kristi Lane, Chad Sperling, Jodi Stauss-Stassen, Jim Retka, Curtis Zoller **Absent:** None

Meeting convened at 2:05 p.m. in TRF – Room 662-TRF & EGF-290

Academics: Carey Castle and Deans

- Fall In-service Recap – Well attended, positive feedback received.
- New Program Updates – Carey provided status of new programs.

Budget Discussion: Shannon Jesme provided an update on the following:

- FY2015 – Close out is pending due to some payroll and financial aid items.
- FY2016 – Shannon distributed non-personnel budgets and stepped members through list. Also a budget summary sheet was distributed. Using 2,300 FYE for baseline, Shannon gave a line-by-line explanation. Discussion followed with some Q&A.

Committee Structure Discussion: All – Review of College Governance section of Master Committee Chart:

- *Executive Committee* and *President's Cabinet* are now President's Council (V.P.'s, Deans, Direct Reports)
- *New Committee* will replace Staff Advisory Committee. Dr. Bona and Kristi Lane met with bargaining unit representatives. They are taking the proposed committee structure back to their respective units.
- Shared Governance Council – remains the same as it is in the MSCF contract
- Campus Management Committee – Brian H. and Mike C. shared purpose and committee make-up of each
- Other committees included in governance section are: AASC and Student Senates
- Remaining committees on chart, and membership of each will be addressed at a future meeting.

Human Resources - Kristi Lane reported on the following:

- Negotiations of bargaining units
- Status of vacant positions
- Support Staff In-service - several ideas were shared for upcoming event
- Test Centers & Personnel – Curtis Z. outlined the need for assistance in the test center. A plan is being worked on to be implemented within the year. However, immediate need is stop-gap coverage of center. Discussion followed. Temporary solution achieved. **ACTION: Curtis, Karl, Heather, Kristi will meet for long-term plan.**

Foundation: Sheila Bruhn provided information on:

- Student housing project in TRF – NCTC Foundation Board of Directors is waiting for property appraisal.
- NCTC Foundation Anniversary Events – Alumni activities are scheduled for September 19th and interest in transportation from EGF campus is being explored with students.

Marketing: Chad Sperling shared:

- YouVisit – agreement being reviewed by MnSCU, planning for videos on site in early November.
- Website Analytics – document distributed with Chad stepping through a few notable pieces of information. Discussion followed. Agreed that strides have been made.

Master Facility Plan Presentation Recap: no report

Policies & Procedures: Sheila reported:

- 1000 Series – A team of 5 met and reviewed all 1000 series policy. Members received recommended revisions for review under separate cover. Discussion followed. Mary F. noted additional changes needed. **ACTION: Mary will revise document and send to Sheila for distribution to SGC.**
- Policy 8030 – has added language of “or designee” in 2 places in the 3rd paragraph. No additional changes.

Other:

- FY16 Meeting Schedule – **ACTION: Sheila will schedule meetings and send out Outlook invites to members.**

Adjournment - Meeting ended at 4:58 p.m.