

NCTC President's Council Minutes – October 12, 2015 at 1:00 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

Meeting convened at 1:06 p.m. in EGF#256

Policies & Procedures:

- EGF Campus Management Recommendation on Smoking Policy – Brian reported that the EGF Campus Management team is recommending consideration to review and revise the smoking policy to be a smoke free campus.
 - Kristi shared most other colleges have 'smoke free' campuses (Except for smoking in private vehicles). A warning and a cash fine (\$25) are some of the consequences. It was noted that some colleges have had a no smoking policy for several years.
 - Shannon gave background information on smoke coming into the EGF campus through outside vents from where smokers are standing now to smoke.
 - Faculty and staff have expressed concern of the smoke in the 300 wing in regards to allergies, health, etc.
 - Discussion followed, several pros and cons discussed, (i.e. allow smoking in vehicle, enforcement)
- 1000 Series, Policy 8030 and 2062 have been cleaned up and sent to Chad for posting on Northland's Website. Mary requested to see the 2062 policy before posting. **ACTION:** Sheila will send #2062 to Mary.

Foundation: Sheila Bruhn reported:

- Student housing project in TRF is moving forward. This week there are meetings scheduled with ORB Management and Campus Advantage to continue progress.
- The grant of \$1.1M is up for approval at the MNSCU Board of Trustee meeting on the 20th.
- Visit to Alexandria's Foundation Hall will take place on 10-20-15.

Discussion followed with questions asked and clarification given regarding the process.

Marketing: Chad Sperling reported:

- Direction of marketing efforts: looking for input on marketing positions to understand how they align with other areas. Discussion followed, with input given and clarification provided.
- YouVisit, locked into contract for photo shoot on Nov. 16-20. YouVisit will become more of a recruitment tool.
- State of the College Luncheon,
 - EGF Day is Oct. 15th – media will be present. Faculty asked to participate, however Thursday is an MEA day.
 - TRF Day date is 10-22-15, press release went out today.

President's Reports – Dr. Bona

- Charting the Future Update: A memo from Chancellor Rosenstone outlining the initiatives to be addressed this year was distributed. Northland's team will be the President's Council (Role served is more of an oversight capacity.) Discussion followed. All 6 initiatives were reviewed and assignments given.
- Legislative Visits:
 - September 30th – Northland hosted the Senate Capital Investment Committee. Northland's project, lunch, and community presentations went well. There were 57 in attendance.
 - October 6th – Chair Bud Nornes of the House Higher Education Committee stopped at EGF campus to meet with faculty/staff and students, then drove to TRF for lunch then repeated sessions in the afternoon.
- TRF Times – President Bona asked for help with the commitment to provide a weekly article to the newspaper. Discussion followed. Various ideas were given. (i.e. student stories, programming updates, etc.) Discussion followed.

Academics: Carey Castle and Deans

- ASA Operating Procedure 05, Lab Safety – A draft procedure was distributed. Carey shared the background regarding the subject.
- Campus Security Discussion – Carey shared that discussions evolving security, in light of recent campus shootings, have been happening.
 - President Bona provided information on MnSCU's perspective.
 - Shannon reported on a conversation held with Tracy Worsley, MnSCU with the following recommendations:
 - ✓ Make sure that short-term plans are in place, and faculty are trained on what to do.
 - ✓ Step back, take a breath and work on the long-term plan to ensure it is up-to-date.Discussion followed. Items identified:
 - ✓ Faculty received 'shooter training' at fall in-service.
 - ✓ Table-top exercise for administrators is scheduled at the November retreat being planned.
 - ✓ Visits with local law enforcement in both communities are to be scheduled.**ACTION:** Shannon will send a draft of Emergency Operation Plan (Long term) for president's council to review.
- TRF Weekend and night hours/cost for service – Carey reported that a question came up at a meeting with Division Chairs about having computer labs open from 1-4 p.m. on Sundays, not including holidays. Cost for paying monitors was also discussed. It was noted that students most affected are in TRF. **ACTION:** Mike Curfman will schedule a meeting with Shannon and Stacey, et al to discuss Sunday hours.
- Campus Management Reporting
 - EGF – no report
 - TRF – Mike emphasized the new locks being installed on campus which will assist with security, noted the internet fiber optics were moved from the weight training room as a safety measure, and shared that cards for swiping will be issued for easier access to copiers as cost centers will no longer need to be entered.
- Cardiovascular Program – campus notification discussed and a letter to advisory committee members should be sent. **ACTION:** Jodi will work with Dr. Bona in preparing a letter for mailing to advisory members.
- Grant – Rural Career Counseling. Jim provided information on this grant opportunity. (\$95K per year for 2 years to fund a workforce counselor position.) Progress updates will be given.
- American Crystal Sugar – Jim and Dr. Bona shared information regarding a workforce training with ACS. Currently, M-State is providing this training to the Moorhead plant which Northland plans to replicate.

Budget Items: Shannon Jesme provided an update on 3-year enrollment. A draft document was reviewed. Not completed yet. Discussion followed. All agreed Northland numbers identified are good. It was noted these are conservative projections.

College Structure Discussion: Sheila reported that both the chart and membership roster are nearly finished and will be posted on the.

Human Resources – Kristi Lane – no report

Student Services – Mary Fontes stated that Richard Speas is checking on the bus contract regarding the late night route to confirm that it could be canceled. No one has rode this route in a couple of weeks.

Team Building Retreat. November 13-14 – Kristi has two proposals from the Bemidji area to review with Dr. Bona regarding facilities. Shannon is working on the table-top presentation. Details for the retreat will be shared as soon as they are finalized.

Other: none

Adjournment: at 4:48 p.m.