

NCTC President's Council Minutes – November 3, 2015 at 1:00 p.m.

Present: Dennis Bona, Sheila Bruhn, Carey Castle Mike Curfman, Mary Fontes, Brian Huschle, Shannon Jesme, Kristi Lane, Jodi Stauss-Stassen, Jim Retka, Curtis Zoller

Absent: Chad Sperling

Meeting convened at 1:08 p.m. in TRF room #217

Student Services – Mary Fontes shared the following question is being asked regarding UND Housing - will the housing arrangement be kept in place for next year? Items to note:

- A balance needs to be maintained with TRF Student Housing coming available fall 2016.
- While the number of EGF campus students utilizing UND Housing is small, it could increase.
- Looking at dual enrollment partnership with UND might make the housing option more appealing.

Discussion followed. **ACTION:** Sheila and/or Shannon will review the existing TRF housing agreement in order to determine if we may enter into other housing agreements with other entities prior to contacting UND about pursuing an agreement.

Human Resources – Kristi Lane stated:

- Negotiation updates are being sent out as they occur.
- Open Enrollment ends at 11:59 p.m. on Monday, November 9th
- Vacancies – Several reported, with two recently filled
- Leadership Retreat for President's Council set – Hampton Inn, Bemidji (Noon 11-12-15 to Noon 11-13-15)

Marketing: Dr. Bona reported for Chad Sperling: Documents distributed

- Weather related announcement communication on website – Chad will handle
- NCTC Weekly Editorial schedule for TRF Times placement reviewed.
- TRF State of the College luncheon w/Community Advisory Committee set for 12-2-15

President's Reports – Dr. Bona

- Charting the Future Update: An email was sent out to all employees and students – little response received
- Educational Advisory Board (EAB) – information shared by Dr. Bona. A meeting was held with Brian Huschle, Mary Fontes, and himself to hear EAB's presentation. Charting the Future goals were shared with EAB and there is potential for some of the CTF data to be compiled. It was noted that they would not be able to pull specific information from ISRS, but best practices used, etc. Discussion followed. Consensus is not to pursue their services at this time. **ACTION:** Dr. Bona will contact EAB and informed them of the decision.
- Civitas Learning and Full Measure – Carey requested time during President's Council to hear presentations from both companies. Consensus is to schedule 30 minutes for each. **ACTION:** Sheila will schedule both presentations for future meetings.

Academics: Carey Castle and Deans

- Review of Suspended Academic Programs (Digital Media Production AAS, Diploma, Certificate; Health Fitness; Massage Therapy; and Radio Business). Reports on each were sent under separate cover. Carey provided background for the purpose of this discussion.
 - Respective Dean reported on their specific program(s)
 - Recommendations made to not reinstate the programs for this coming year (FY2016/17) Discussion followed. Consensus was agreement on the recommendations.
 - Next steps in the process were stated.
- Campus Management Reporting
 - EGF – no report
 - TRF – Mike shared that Julie Fenning gave a presentation on how to use defibrillators both on the TRF main Campus and at the Aerospace site. Also a presentation is being scheduled for athletics.

Finance and Facilities: Shannon Jesme provided an update

- Fitness Center Hours @ TRF campus - request has been made to have the center open an hour earlier. Current hours are 8 a.m. to 8 p.m. Discussion followed.
 - Process for future requests will be to have the item presented at respective campus management meetings where action will be taken, including placing on President's Council agenda, if needed.
 - Hours for the TRF Fitness Center will remain 8 a.m. to 8 p.m.

Sheila left the meeting at 3:40 p.m.

College Structure Review – Dr. Bona gave an update on the organizational chart.

Policies and Procedures – Smoking policy - no report

Foundation: Dr. Bona gave an update in Sheila's absence:

- TRF Student Housing project is moving forward with all contracts and project agreements signed, with the exception of the architects for design work.
- Foundation board meeting will be held at 5:00 p.m. today where the members will discuss approving Sheila as the full-time executive director for the foundation. Upon approval, this will create a vacancy for the Assistant to the President.

Other: none

Adjournment: at 4:18 p.m.