

## **NCTC President's Council Minutes – November 24, 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,

**Absent:** Jim Retka, Curtis Zoller

**Meeting convened** at 1:08 p.m. in EGF #290

**OLINE PRESENTATION** by Full Measure Education, Inc., Matthew Divincenzo shared research framework for Full Measure's lifecycle approach. FME's company structure: they are in the charter member phase with 9 clients onboard. Goal is 15. Northland was offered the charter member pricing of \$20/fall student enrollment per year. Background of experience with other businesses created include Blackboard and Presidio. FME was asked if they have the capacity to build for the entire MnSCU system. Yes. Presentation ended at 1:45 p.m.

Members were informed that at the next President's Council meeting a presentation from Civitas will be given.

### **Student Services – Mary Fontes**

- UND Housing for 2015/16 – Discussion held as to whether this would be a conflict with the TRF student housing project. Sheila Bruhn stated that she reviewed both the option to purchase and the \$1.1M grant agreement. No language in either that would prevent moving forward. Also noted, the mentioned agreements are signed by the foundation & the UND housing agreement is between Northland & UND – 2 separate entities. Discussion followed. **ACTION:** Mary will contact Richard to start the process for next year.
- Harassment and discrimination free educational environment document – copies distributed and reviewed. Consensus to approve for distribution with the capitalization of 'river' in the footer for Aviation Site. **ACTION:** Chad will print posters and Sheila will assist replacing existing posters/memos.

**Policies and Procedures** – Brian shared the no smoking topic has been an agenda item on several committees during the past few weeks, including student senate. Committees/Senate are having additional conversations and will provide committee consensus regarding the subject.

### **Marketing:** Chad Sperling gave the following update:

- Personnel changes have occurred with a plan in place. This will be presented to the President when finished.
- YouVisit photo shoot conducted all last week went well. YouVisit staff impressed with Northland faculty and student involvement. Actors giving audio information will be in Northland apparel and working from scripts created by NCTC marketing team. Analytics are built in throughout the process.
- TRF State of the College luncheon w/Community Advisory Committee set for 12-2-15 @ 11:30 a.m.
- An outline of upcoming events was shared.

### **Human Resources** – Kristi Lane stated:

- Negotiations are pretty much done with updates being shared when received.
- Vacancies were updated with information on processes used.
- List of sabbatical requests has been submitted to MnSCU. There are 5 requests college-wide.
- MnSCU is implementing a new vacancy builder software through Recruiting Solutions starting 12-8-15.

### **President's Reports** – Dr. Bona

- A revised Charting the Future document was shared with leadership team members identified for review.
- Enrollment numbers as of 11-23-15 were reviewed. Discussion followed.

### **Academics:** Carey Castle and Deans reported:

- Evening program surveys are ready and have been reviewed by Division Chairs and have a deadline of Jan. 8.
  - Brian shared courses discussed with a Friday delivery verses evening hours (2 nights, 4 hours each) for certificate of CAD Drawing (16 credits).

- Jodi Stauss Stassen reported that an accreditation team will visit Northland to see if the Dietary Tech program is a candidate. In addition, there may be some opportunities for Medical Asst., Medical supply and COI.
- Campus Management Reporting:
  - EGF – Brian – no additional topics.
  - TRF – Mike reported on COI's visit to Polaris in Roseau. Met with Roseau City Manager – Todd Peterson, and looked at Northland's classroom there. Mike shared sequencing of classes to be offered at Roseau site.

**Finance and Facilities:** Shannon Jesme provided an update

- Budget – Northland was notified that we are now on a Financial Recovery Plan. Overall, 22 MnSCU schools 'tripped the trigger' and are now on a recovery plan.
- There are 7 triggers identified that 'trip the trigger' and Northland's was for 2 years in a row ending with a net loss.
- The recovery plan has both short and long term goals. Discussion followed.

**College Structure Review** – No discussion held.

**Foundation:** Sheila Bruhn reported:

- TRF Student Housing project:
  - Foundation in the process with TRF City for tax exempt financing,
  - Job description for housing manager has been sent to Kristi for classification, salary and benefits.
- Lars and Sheila met with Lee Meier, NW Minnesota Multi County HRA (current owner) and Miriam Buchanan, Greater Minnesota Management Company (Current management group) regarding transition process. It was noted that both HRA and GMMC, are pleased with the transition process and future student housing project.
- Anniversary Celebration Luncheon in EGF – the date was moved to Thursday, January 28<sup>th</sup> due to scheduling.
  - Sheila is in communication with Kim Porter, UND History Dept. to capture Henry Tweten's oral history of Northland. Mark Johnson, Pioneer 90.1 radio will video tape the interview.
  - Henry will be honored for his support and commitment to Northland.
  - Lunch will be complimentary as was the breakfast in TRF on Sept. 19.
  - Former administrators will be invited and recognized.
  - Sheila, Brian, et al will look through archived materials for displays, etc. for the event.

**Other:** none

**Adjournment:** at 4:13 p.m.