

NCTC President's Council Notes – December 11, 2015 at 9:00 a.m.

Present: Dennis Bona, Curtis Zoller, Carey Castle, Brian Huschle, Mary Fontes, Kristi Lane, Mike Curfman, Chad Sperling, Jodi Stassen, James Retka. Sheila Bruhn was absent. Minutes recorded by Julie Fenning.

1. Webinar Presentation – Matt Howeth from Civitas provided a web demonstration on a data analysis software. The software program would interface and extract data from ISRS and D2L and create dashboards and customized filters for easy access to this information. Discussion was held regarding NCTC's institutional data needs, the need for additional research into best practices, as well as products the system office is already pursuing.

ACTION ITEM: Dr. Bona requested members send him an email with their thoughts about a three year (3rd year optional) contract with EAB for \$14,500 annually for research on best practices on student retention. Dr. Bona will bring this topic to the Leadership Council in January for discussion regarding the position of the system office and possible partnerships.

2. Student Services – Mary Fontes reported:

UND Housing – Mary Fontes reported that Richard Speas has begun communications with UND regarding entering into another contract for student housing in FY2017. An update will be provided at the next meeting.

Institutional Research (IR) – Mary shared that the IR group met this fall to update the web page and update the Grouplink ticket process for IR requests. She shared that she has expressed interest in Northland participating in a pilot group at the system office on a predictive analytics program.

Receptionist Backup – Mary shared that currently only EGF employees serve as backups to the college receptionist for answering telephones. She requested that TRF employees be added. This would become necessary in the event the EGF campus closed or if the EGF employees were unavailable. It was agreed to add Charlene Abrahamson and Kari Beito's positions to serve as backups to the receptionist. Resolved.

3. Marking: Chad Sperling reported:

Position Update – Chad is working with Kristi Lane and Nicki Carlson to revise the position description for Katie Jones' replacement. Kristi shared that once finalized it will need to be sent to the system office for classification. Dr. Bona reminded everyone that all open positions will be reviewed and discussed at the President's Council.

Virtual Campus Tours – Chad also shared that they will be conducting interviews and filming the actors next week. The early January "go-live" date is on schedule for the virtual campus tour project.

Featured Story - Chad shared that the featured story on Michelle Stadstad will be launched next Wednesday. It is the same week that the hockey tournament named for her son will take place. This will be great timing for the story. Chad will begin work next week on the next story featuring Jack Hanson.

Prospects – Chad reported that prospect numbers were up 20%, campus visits up 11%, and overall web traffic is up.

Carey Castle asked about the past NCTC Christmas video and if it could be created again. The group watched the video and agreed that it should be done again. Chad and his team will be thinking of ideas for next year.

4. Human Resources: Kristi Lane reported:

Recruiting Solutions – Kristi Lane shared that the system office has implemented a new program for managing job applications. This system will allow for cover letters, resumes, and transcripts to be easily uploaded into a nice format. Search committee members will access the system through a new link within Employee Self-Service. HR will assist employees as they implement the new system.

Retro Pay - Kristi shared that the wage increases for MAPE and AFSCME members will appear on the Dec. 24th paychecks. Administrators will get raises upon successful performance reviews. The Commissioner's Plan did not receive raises this year.

Position Updates:

- Customized Training – Kristi announce that Brad Eriksen's replacement has been hired. Marnee Mart will begin on Dec. 21st. Brad's separation date has been extended to allow for training during the transition.
- Advisor/Recruiter – Currently in the process of conducting reference checks.
- President's Assistant – HR has requested committee members. Kristi will chair. Brian Huschle and Sheila Bruhn have volunteered to be on the committee.

5. President's Report: Dr. Bona reported:

Charting the Future – Dr. Bona shared that there is a quarterly report that is due to the System Office by Jan 7th. **ACTION ITEM:** Dr. Bona will send an email to each member to complete the highlighted section.

Enrollment – Mary Fontes pulled a report showing that FYE was down 5% at the same time last fall and down 3% for spring. She shared that the drop for nonpayment will happen on Monday. This will affect over 200 students. The admissions office has been making calls to these students.

Faculty In-Service Agenda – Curtis shared that there were a few minor tweaks and that the in-service agenda was close to complete. The master facilities plan will be replaced with a presentation on security.

Community Advisory Board Feedback – Dr. Bona shared feedback given by the TRF community advisory board regarding their assignment to give three positive and three negative perceptions the community has of the college. Dr. Bona shared the results with the group. Dr. Bona will be asking the EGF community advisory committee these same questions and sharing a compilation of the results during the faculty in-service.

Other – Dennis reminded everyone to RSVP for the Christmas dinner at Whiteys in East Grand Forks.

6. Academics: Brian Huschle, Jodi Stassen, and Mike Curfman reported:

New Program – Brian Huschle shared that he is working towards adding a new A.A.S. Digital Marketing degree to launch in the fall of 2016, with a possible certificate option as well. This program would rely on existing curriculum, with the exception of nine credits. Dr. Bona suggested looking at this certificate as a possible evening program. The mode of delivery has not been determined at this point.

TRF Campus Update – Mike Curfman provided an update on current projects on the TRF campus. The parking lot resurfacing is complete and new signs have been installed. The security project with locks is also finishing up.

Spring Semester – Mike shared that he and Brian have been looking at spring classes and making decisions on section offerings.

Student Conduct – Mike requested clarification on who is responsible for student conduct in the event that Richard and Carey are out of the office. It was determined that Mike would be the backup for student conduct issues and that Mary would work with him regarding training on the Student Code of Conduct. Mike also requested a communication process, similar to the one in EGF, so there is someone who knows when administrators are available.

Dietetic Program – Jodi Stassen shared that the accreditation meeting is coming up for the dietetic program. If you were sent an appointment, please make sure you attend. Mary requested information to help prepare her for this meeting. Jodi will make sure everyone gets this information.

7. Other – Chad Sperling shared that Aliza Olson will be showcased in a documentary on the January 25th evening broadcast on PBS. **ACTION ITEM:** Chad will help promote this story within the community.

8. Meeting adjourned. 11:47 AM.