

# NCTC President's Council Meeting Minutes

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February 11, 2016, at 1:00 p.m. in TRF Room #461B/301

**Present:** Dr. Dennis Bona, Sheila Bruhn, Carey Castle, Mike Curfman, Mary Fontes, Shannon Jesme, Kristi Lane, Jim Retka, Chad Sperling, Jodi Stauss-Stassen, Curtis Zoller, Brian Huschle, Julie Fenning (recorder)

## 1. President's Report – Dr. Bona

- a. **Charting the Future** – Dr. Bona provided an update on the various committees from Charting the Future initiative. It was noted that several NCTC administrators participating on committees were not listed in Dr. Bona's handout. **ACTION:** Dr. Bona will send the handout to the group.
- b. **MnSCU Rebranding** - Dr. Bona shared that the Minnesota State Colleges and Universities (MnSCU) system is looking at rebranding. Overall people (internal and external) are not aware of the acronym MnSCU or the system as a whole. Chad Sperling is participating on the work group and will provide updates.
- c. **Strategic Planning Process** – Discussion was held on developing/updating Northland's strategic plan. It was agreed that broadening the process with employee and community groups was very important. Dr. Bona requested that a portion of the fall in-service be dedicated to strategic planning. **ACTION:** It was determined that the group would review the current strategic plan and discuss at the next meeting to determine timeline and next steps.
- d. **Other**
  - i. **Aspen Institute and the Aspen Prize for Community College Excellence** – Northland was one of six MnSCU institutions among 150 community colleges nationwide named as finalists for the Aspen Prize for Community College Excellence. Dr. Bona requested that we take the next steps in the application process. Carey Castle will take the lead on this project.
  - ii. **Campus Impact Statement** – **ACTION:** Dr. Bona asked everyone to review this document and provide feedback. Some errors were identified and will be corrected.
  - iii. **Important Community Events** – **ACTION** - Contact Sheila Bruhn if you plan to attend any of these events.
    1. **Grand Forks State of the City Address** is scheduled for February 24<sup>th</sup> (lunch) at the Alerus Center. Northland has a table for eight.
    2. **TRF Chamber banquet** will be April 7<sup>th</sup>. Northland will have a table for this event.
    3. **TRF Day of the Capitol** will be March 30<sup>th</sup>. Dr. Bona requested that NCTC be represented at this event.

## 2. Student Services – Mary Fontes

- a. **Process for Approving VPN Connections for Off-Campus Work** – Mary Fontes requested clarification on the process for granting VPN access to employees. It was determined that requests for VPN access will be made to Stacey Hron by the employee's supervisor. Access will be granted upon approval by Kristi Lane and/or Shannon Jesme. Resolved.

- b. **Athletic Personal Property Charge Proposal** – Mary brought forward a request to have an athletic personal property charge be added for students, allowing them to charge specific clothing and equipment to their student accounts. The goal would be to have this in place by fall of 2016. **ACTION:** Mary will schedule a meeting with Shannon J., Shannon N., Richard, and Jerry to see if they want to move forward with the proposal. Mary will also have student senate discuss the idea and will bring back feedback to future President’s Council meetings.
- c. **UND Housing** – Mary shared that UND will not be entering into an agreement with Northland for student housing in FY2017. Students who are currently living there will be allowed to stay throughout their current lease agreement. University of Minnesota Crookston is interested in entering into an agreement with Northland for FY2017; however, it was agreed that there would not be a need for additional housing with the new TRF student housing available. Resolved.
- d. **Other**
  - i. Mary shared that Northland was nationally recognized as number nine of the top ten practical nursing and nursing assistant program graduates of color.

### 3. Academics:

- a. **Academic Master Calendar** – Carey Castle shared that the academic master calendar was presented at Shared Governance Council, and that the faculty requested additional time to review and discuss with their respective faculty groups. A meeting is scheduled on Monday, February 22<sup>nd</sup> for final discussion.
- b. **Evening Classes** – Carey provided an update on weekday evening classes. Mike Curfman and Brian Huschle are working with faculty groups on a weekend class schedule. The fall 2016 schedule will be finalized by the middle of March.
- c. **Campus Management Reporting:**
  - i. **East Grand Forks** – Brian Huschle shared that there was agreement to relocate the designated smoking entrance from entrance “D” to entrance “G” the Monday following graduation. Approved.
  - ii. **Thief River Falls** – Mike Curfman provided brief updates on several topics
    1. Chancellor Rosenstone referenced NorthernConnect to the Luoma Leadership participants as an example of great work being done.
    2. Digi-Key leadership involved with the Digi-Key University program are very supportive of moving the electronics/robotics program to the aerospace campus. Mike and Clinton Castle are working on final costs for the project.
    3. Research is being conducted to possibly move the testing center from the aerospace campus to the main TRF campus. Clinton Castle is working on costing out the project. Updates will be provided as they become available.
    4. The Roseau site has 23 students going through the Introduction to Computers course, with all 23 students likely registering for the next course. Additional Polaris employees have expressed interest in signing up for these courses as well.
- d. **Other**

- i. Carey Castle shared that Justin Berry's BOT award application will be sent to MnSCU tomorrow. Thanks to Chad Sperling and Jodi Stauss-Stassen for their work on the project.
- ii. Congratulations to Northland's NISOD award winners: Andrew Dahlen, Justin Berry, Jason Pangiarella, Jeff Bell, and Aliza Novacek-Olson.

#### 4. Finance and Facilities – Shannon Jesme

- a. **Budget** – Shannon Jesme shared that the MnSCU chief finance officer meeting is next Friday, with tuition subsidy amount for FY2017 the topic of discussion. Updates will be provided.
- b. **Administrative Services Committee Requests**
  - i. **Men's Restroom in TRF** – With the increase in male-dominated programs on the east side of the campus, the need for an additional male restroom has been identified. The cost to bring an existing restroom back into service will be \$15,000. This restroom will have two stalls and could be converted into a unisex restroom into the future if needs changed. Approved. **ACTION:** Shannon will submit a budget request form for this item.
  - ii. **Outdoor Courts** – All four tennis courts and the basketball court on the TRF campus need to be resurfaced. It was requested that two tennis courts be resurfaced and the other two be converted into a basketball court. This project would be done in two phases. Phase I (\$14,500) would include resurfacing the two tennis courts and the existing basketball court. Phase II (\$5,500 + hoops) would include converting the remaining tennis courts into a basketball court. **ACTION:** Shannon will work with Lars Dyrud for a donor for this project.
  - iii. **Testing Center Move** - Shannon shared that Clinton Castle will have the testing center moving costs by the end of February. **ACTION:** Shannon will pull a group together to discuss the details of the move.
- c. **Sunday Fitness Hours** – Discussion was held regarding a request from the TRF Student Senate that the fitness center be opened on Sundays when the college was open. It was determined that the fitness center must be supervised by an employee. Kristi Lane and Shannon Jesme will meet to discuss possible options. Paul Peterson and Richard Speas will be involved in future discussions. Request was approved to move forward if costs were minimal.
- d. **Internal Activity Scheduling** – **ACTION:** Shannon Jesme and Mary Fontes will be calling a group together to work through internal scheduling issues. Until a process is finalized, please ensure that all events and technology/facility requests are entered into the room scheduler.

#### 5. Foundation – Sheila Bruhn

- a. **Scholarship Award Ceremonies** – Sheila Bruhn shared that 159 scholarship awards were given during the spring scholarship ceremonies, totaling \$68,775.
- b. **TRF Student Housing Update** – Sheila reported that the housing project is on schedule. Currently working with the city of Thief River Falls on a tax exempt financing request.
  - i. **Student Housing Coordinator Position** - Position has been posted, closing February 16<sup>th</sup>.

- ii. **Leasing Agreement (Attachment)** – Sheila provided a copy of the proposed lease agreement for feedback. **ACTION:** Let Sheila know of any questions or concerns. Tenants living there will have until April 30, 2016, to move out. Current students living there will be able to stay with new short term leases.

## 6. Human Resources – Kristi Lane

### a. Vacancy Updates

- i. General agriculture instructor and housing coordinator positions have been posted.
- ii. President's Assistant – Julie Fenning has accepted the president's assistant position and will relocate to the EGF campus on February 22<sup>nd</sup>. Kristi and Shannon Jesme are currently in the process of working on a transition plan for the safety/security responsibilities.
- iii. CLA Position at Aerospace Campus – Additional discussion is needed regarding this position. **ACTION:** Curtis Zoller, Carey Castle, and Dr. Bona will be meeting in the near future.
- iv. Kristi shared that she is working updating the organizational chart.

b. **Project Management Courses** – Kristi shared that these courses have filled, with waiting lists. She will communicate with everyone if additional courses are scheduled.

c. **FAMA** – Kristi provided a brief update on the Faculty Assignment Management Automation (FAMA) project. Northland will be implementing in January 2017.

## 7. Marketing – Chad Sperling

- a. **YouVisit – 3D Virtual Reality Tours & Walking Campus Tour** is now available for review at [www.tournorthland.com](http://www.tournorthland.com) and will go live the week of February 15<sup>th</sup>. Promotion of the site will begin next week. **ACTION:** Dr. Bona requested Chad join the presentation to the EGF city council to showcase this new feature.

## 8. Meeting adjourned. 4:00 p.m.