

NCTC President's Council Meeting Minutes (DRAFT)

February 29, 2016, at 1:00 p.m. in EGF Room #290/461B

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

1. President's Report – Dr. Bona

- a. **Strategic Planning Process** – Discussion was held on the next steps for updating the strategic plan. Dr. Bona requested that everyone identify key elements of the strategic plan to focus on by the next President's Council meeting. Once these key elements are determined, a retreat-style meeting will be scheduled. As part of their contract, EAB will provide a facilitator for this strategic planning retreat, along with the latest research and resources available relating to the key elements identified. The strategic plan will incorporate the new master facility and master academic plans. **ACTION:** Julie will add to the next meeting agenda and work to schedule dates with EAB during the last week in May or first week in June.
- b. **MnSCU Budget Meeting** – Dr. Bona and Shannon reported on a recent budget meeting at the system office with Laura King and other MnSCU staff. Northland's financial recovery plan was accepted, along with approval of our budgeting process.
- c. **Student Housing/Student Commons** – Dr. Bona shared that the renovations to convert the former criminal justice center into a student commons would cost around \$100,000. External funding sources are being pursued. This project needs to be added to the master facility plan, which is currently being updated. **ACTION:** Shannon Jesme will begin work with Hay Dobbs to update master facility plan within the next few weeks.
- d. **Service Awards** – Dr. Bona requested we revisit the current process for service awards. Currently, awards are given at 10, 20, 25, 30, 35, and 40 years. The awards have been plaques of various sizes and designs, and were given out during the annual employee potlucks. Dr. Bona shared the process at his former college. Kristi shared that this topic is currently a MnSCU HR list serv discussion. **ACTION:** Kristi will share any feedback received from the discussion. Julie will research the cost for pins and determine the number of employees who would receive pins this first year.

2. Human Resources – Kristi Lane

- a. **Transition/Vacancy Updates** – Kristi provided updates on the status of various vacant positions, as well as plans for coverage during the transitions. Discussion was held on each position.
 - i. **Safety and Health Officer** – Cory Feller has agreed to serve as a temporary work-out-of-class to ensure coverage of health and safety requirements. Kristi and Shannon are currently working on updating the position description to be posted in the near future. Approved. This assignment has created a need to hire a temporary cleaning position (4 hours per day) in facilities. Approved.
 - ii. **General Maintenance Worker** – There was a resignation of a general maintenance worker on the Thief River Falls campus. Approved. This position will be posted March 11th.

- iii. Director of Academic Success Center – Due to the resignation of Heather Meng, Brian requested that this position be revised, removing the chief diversity officer role, and be posted as soon as possible. Approved. Heather's last day will be March 11th. **ACTION:** Discussion needs to take place regarding where the role of chief diversity officer could be placed.
- iv. Admissions Coordinator (Holly Bergh resignation) – Approved to be posted.
- v. Farm Business Management Instructor – Due to the upcoming retirement of Doug Fjerstad at the Fosston location, this position has been posted with a start date of July 1, 2016.
- vi. Housing Coordinator – The committee has met; they will be meeting soon to determine candidates for interviews.
- vii. Aerospace CLA – More discussion needed.
- viii. Customized Training Representative – **ACTION:** Jim Retka will follow up with documentation regarding the discontinuation of the telecommuting agreement.

3. Student Services – Mary Fontes

- a. **Athletic Personal Property Charge Proposal** – Mary has scheduled a meeting with Shannon Jesme, Richard Speas, Shannon Nelson, and Jerry Schulte. An update will be given at the next President's Council meeting.
- b. **Pioneers Trip to Nationals** – Mary shared that the cost for the team to go to nationals in New Jersey is around \$10,000. **ACTION:** Mary and Shannon will locate funds for this trip.

4. Academics: Carey Castle, Brian Huschle, Mike Curfman, Jodi Stauss-Stassen, Jim Retka

- a. **Academic Master Calendar** – Jodi shared the final 2017/2018 academic calendar. The calendar will be presented to the Shared Governance Council on March 3rd. Mike Curfman will be planning fall 2016 in-service. Dr. Bona requested that all employees be invited to the first two hours. The fall in-service will be Wednesday, August 17th.
- b. **Campus Management Reporting:**
 - i. East Grand Forks – Brian provided an update on the fall evening schedule. The designated smoking entrance will be moving to entrance "G" the Monday following graduation. Brian also shared the New America training program will begin next week through June.
 - ii. Thief River Falls – Mike shared that a team from Northland (Mike, Andrew, Jim, Marnie) has had a second meeting with Tim O'Keefe from UND regarding collaborating on industrial technology initiatives. Mike also shared that the fall and spring schedules will be posted by March 1st. Students will be able to register on April 1st. The first NorthlandConnect student has been signed up. Mike shared Digi-Key HR staff have toured the facility and are excited about the ETAS program move to the Aerospace campus. He is working with a group on the logistics of the move.
 - iii. **Cardiovascular Technology** – Jodi shared that with the suspension of the cardiovascular technology program, there are two options regarding the accreditation of the program. We can either expire the accreditation, or be put "on hold" and pay the accreditation fee. Jim shared that customized training is interested in having a conversation regarding keeping the accreditation.

- c. **Nursing Assistant Program** – Jodi reported that the Department of Health was on site conducting an evaluation of the CNA testing program, which resulted in positive feedback and approval. Thank you to Deb Beland for her leadership on the program!
- d. **eduFactor** – Jim requested feedback regarding the free month subscription of eduFactor. Carey shared that it will be discussed in the next deans meeting on Wednesday regarding value to academic programs.
- e. **National Science Foundation** – Jim provided a summary of the visit of an NSF evaluator conducting research of the UAS industry. There is a report due by August. Kudos to Curtis for his leadership in UAS program!

5. Finance and Facilities – Shannon Jesme

- a. MnSCU Budget Meeting – Shannon shared that she will be working towards implementing the activities listed in the financial recovery plan. She will provide a budget update at the next meeting.
- b. Food Service and Student Housing Needs – Shannon shared that she is scheduling a meeting in the near future with the manager from Lancer to discuss upcoming food service needs relating to student housing, ETAS move to the Aerospace campus, and evening courses. Dr. Bona, Sheila, Mary, Carey, and Mike will be invited.
- c. Sunday Fitness Hours Update – Mike shared that he has met with Paul Peterson and Richard Speas and that they have discussed the need to hire a responsible adult to supervise the fitness center during these open hours.
- d. Internal scheduling – This item will be moved to the next meeting agenda.

6. Marketing – Chad Sperling

- a. **YouVisit** is ready for final review. **ACTION:** Chad will send the link out to the group for final review and feedback. www.tournorthland.com
- b. **MnSCU Rebranding Sessions** – Chad shared that several MnSCU rebranding information sessions have been scheduled throughout the state. Northland's will be on March 28th on the TRF campus. More details to follow.

7. Policies & Procedures

- a. **2075P Financial Aid Procedure** – Mary discussed the changes made to the 2075P procedure and requested approval to forward to SGC. Approved.

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