

NCTC President's Council Meeting Minutes (DRAFT)

March 14, 2016, 1:00 p.m. – 3:30 p.m., TRF, Room 217

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

1. **Full Measure Education Inc. Presentation** - Full Measure Education Inc. provided a demonstration of their software for communication strategies with students to increase student completion rates. Their strategy is to put students on a guided pathway throughout the lifecycle from inquiry to completion to career. Dr. Bona stated that our current budget does not allow for purchasing this program, but that it could be a possible fit for a Title III grant. He felt the idea of a guided pathway for students could also be a focus for the upcoming strategic planning discussion.
2. **President's Report – Dr. Bona**
 - a. **Charting the Future** – Dr. Bona shared that the second quarter Charting the Future report is due to the system office by April 1st. The same process will be used as last time. **ACTION:** Dr. Bona asked that everyone complete their respective sections of the template and send to him by March 30th. Shannon Jesme requested a replacement committee member for her text book group as Heather Meng has resigned. Brian Huschle shared that Jennifer Borsvold would participate on the committee through May.
 - b. **Strategic Planning Process** – Dr. Bona requested input regarding topics to discuss for the strategic planning process. Discussion was held regarding the alignment of the strategic plan with the academic master plan and the master facilities plan. **ACTION:** The group was asked to bring specific thoughts to focus on for the upcoming strategic planning meeting. **ACTION:** Dr. Bona will work with Julie Fenning to schedule a date in late May or early June.
 - c. **Commencement/Cap and Gown** – Discussion was held regarding the cost for faculty to rent or purchase a cap and gown to wear to graduation. It was determined that the college would make a one-time purchase of a standard cap and gown. This would be purchased in the bookstore only. If faculty want to go beyond the traditional garb such as colored stoles or custom hats, they will be responsible for the difference in cost. Costs for replacement of damaged or lost regalia are the responsibility of the faculty member. **ACTION:** Shannon will order extra caps and gowns. Dr. Bona will send an email to the faculty.
 - d. **Concurrent Enrollment** – Dr. Bona shared a handout regarding hiring high school faculty for college courses. Carey Castle shared that current and upcoming faculty meet these new requirements.
 - e. **Ribbon Cutting/Student Housing Open House/Hangar Dinner** – Dr. Bona requested input in scheduling these events after the start of fall semester. He shared that combining these events would allow for greater participation from system office staff. The two dates being considered are September 22 and 29. Curtis Zoller expressed concerns regarding busy September schedules for area businesses. **ACTION:** Julie and Sheila Bruhn will check the community event calendars and work with Curtis on a final date.

- f. **TRF Chamber Banquet** – Dr. Bona shared details about the upcoming banquet on Thursday, April 7, at the Ralph Engelstad Arena. There is a 6:00 p.m. social, with the dinner at 7:00 p.m. **ACTION:** Please let Julie know if you plan to attend, and she will RSVP for the college.
- g. **EGF City Council Presentation** – Dr. Bona shared that Henry Tweten invited him to present to the EGF city council on March 22nd. Dr. Bona will send a draft PowerPoint presentation to the group to review and provide information. Chad Sperling will be showcasing the new virtual tour feature during this presentation.

3. Student Services – Mary Fontes

- a. **Fact Book** – Mary Fontes shared a draft of the fact book and requested feedback. If anyone needs additional data or would like to see additional reports, contact Mary and she will request to have them added.
- b. **Three Year Default Rate** – Mary shared a report regarding Northland's student loan default rate. It has increased .1% this year. Northland is in the top seven of MnSCU two year colleges with the lowest default rates.

4. Academics: Carey Castle and Deans

- a. **Campus Management Reporting:**
 - i. **East Grand Forks** – No updates to report.
 - ii. **Thief River Falls** – Mike Curfman reminded everyone about the celebration in the Gunderson Commons tonight for the women's basketball team and their runner up win at nationals!
- b. **Carey Castle** shared that he is looking into a \$300,000 "Achieving the Dream" grant opportunity. More information to come.

5. Finance and Facilities – Shannon Jesme

- a. **Access and Opportunity Funds** – Shannon provided a handout on Northland's share of the access and opportunity funds. This year Northland saw a small increase.
- b. **Budget Update**– Shannon provided an update on the FY2017 budget. Currently, the final allocation is unknown. She shared that Northland will be part of a new heightened cash monitoring program due to the late submission of a federal financial aid audit. If anyone has questions regarding this program, they are to contact Shannon.
- c. **FY17 Budget Packet** – Shannon shared that the deadline for the student budget consultation letters is April 29th.

6. Foundation – Sheila Bruhn

- a. **Student Housing Construction** – Sheila shared that they had the bid opening for the student housing construction project on March 8th. They had bids for all categories and are in the process of qualifying each bid. There is a meeting scheduled in two weeks to review and choose a contractor.
- b. **Housing Coordinator Position** – Sheila reported that interviews have been scheduled for Tuesday. She will be at the TRF city council meeting Tuesday evening for the public hearing on the tax exempt financing request. She shared that if this is approved, the Foundation will save around \$25,000 in interest annually.
- c. **Check Presentation Ceremony** – Sheila shared that ladies from the Prairie Grass Chapter of the Daughters of the American Revolution were on-site to present a check to the Foundation for \$1,500 for scholarships for nursing students. Jodi Stauss-Stassen

gave a brief presentation about the nursing programs at Northland and finished with a tour of the nursing department.

7. Marketing – Chad Sperling

- a. **YouVist** – Chad shared that the site will be up and running on the home page by the end of this week. He is currently negotiating with local movie theaters to display touch screen kiosks at their locations. Discussion was held regarding the procedure for marketing new programs. It was shared that with Katie Jones' absence, marketing materials are not being created for new programs. **ACTION:** Chad will look into contracting some graphic design work to ensure programs have what they need to market their programs.
- b. **Vacant Marketing/Enrollment Position** – Chad requested the status of the vacant marketing position. Dr. Bona shared that this position is currently on hold and will be reviewed at upcoming budget meetings.

8. Human Resources – Kristi Lane

- a. **Faculty Contract Status** – Kristi Lane provided an update on the status of the faculty contract. More information to follow.
- b. **Vacancy Updates**
 - i. Academic Success Center Director - Position has been posted. Heather Meng has agreed to work on a temporary basis to assist with disability services. Karen Meine has her schedule.
 - ii. Carpentry Instructor - This position was approved to be posted.
 - iii. Admissions Coordinator OAS Sr – This position is posted with a closing date of March 16th. Holly Bergh has agreed to work intermittently until the new person is hired.
 - iv. Ag CLA – This limited/temporary position will be filled through the end of grant period.
- c. **Enrollment Department** – Currently working through coverage and transition challenges with multiple employees on current and upcoming medical leaves.

9. FBM Update - James Retka

- a. Jim Retka shared that there were several upcoming retirements in the FBM department. He is currently conducting a search for a FBM instructor for the Fosston area.

10. Meeting adjourned. 4:37 p.m.