

NCTC President's Council Meeting Minutes (DRAFT)

March 29, 2016, 1:00 p.m. – 4:00 p.m., EGF, Room 290

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

Absent: Mike Curfman, Kristi Lane, Jim Retka

1. President's Report – Dr. Bona

- a. **Charting the Future** – Student Senate representative Michaela Current was not available. **ACTION:** Dr. Bona will connect with her after the meeting.
- b. **Strategic Planning Process** – Dr. Bona shared that the strategic planning meeting has been confirmed for May 20. It will be facilitated by EAB. There will be a strong focus on guided pathways. There will be a meeting on May 19th to start the process.
- c. **Ribbon Cutting/Student Housing Open House/Hangar Dinner** – Discussion was held regarding combining these events. It was determined that September 22 will be the date for the Aerospace site ribbon cutting ceremony and the student housing open house. More discussion to follow regarding the foundation fundraiser.
- d. **EGF State of the College** – It was determined that there would not be a spring 2016 community advisory board meeting. The fall event will be on October 20, the Thursday of MEA week. There will be a luncheon followed by the community advisory committee meeting. **ACTION:** It was recommended to email the members about this schedule and to attach the new fact book for their information.

2. Student Services – Mary Fontes

a. Institutional Research Update

- i. **Fact Book** – The new fact book has been revised with SENSE results and has been posted on Northland's website.
 - ii. **NSCH Persistence and Completion Rates** – Mary shared that transfers are included in these calculations. She will share new numbers when they are available.
 - iii. **Educause Student Survey** – This is a student technology survey that has been emailed to all students by Metro State. This survey has been approved and students are encouraged to complete.
 - iv. **Net Price Calculator** – Mary shared that the net price calculator has been updated by the system office; Chad will update the web site.
 - v. **Advising Student Satisfaction Survey Input** – This is part of the Charting the Future initiatives. Results would tell us what students are saying about the quality of advising. Mary is still waiting to hear the final decision.
- b. **MN Occupational Grant Allocation** – Mary shared a handout showing the allocation for the occupational grant pilot program. Northland's share will be \$133,239. These funds will be tracked through financial aid. Updates will be provided as new information becomes available.
- c. **Team from Northland for MN Sexual Violence Prevention Summit** – Mary shared information about upcoming training for sexual violence prevention. Mary and Kristi are required to attend. Mary requested that a team be developed and that the members also

participate in this training. The summit will be June 9 & 10. Mary will share details about the training with the members. Team members will be Mary Fontes, Kristi Lane, Carey Castle, Mike Curfman, Brian Huschle, Jim Jesme, Richard Speas, Cory Feller, and the new student housing coordinator.

3. Academics: Carey Castle and Deans

a. Campus Management Reporting:

- i. **East Grand Forks** – Brian shared that the Academic Success Center director search committee was in the interview process. He was hoping to be able to make an offer early next week.
- ii. **Thief River Falls** – An update was provided regarding the testing center move from the Aerospace site to the main campus. This project is still in the planning stages with no finalized details at this time.
- iii. **MOA** – Carey shared that the agreement has been signed by Joel Zeigler and is with Mary Amundson today. He will be working on coordinating signatures from Dr. Bona and system office staff.

- b. **Accreditation for Cardiovascular Technology** – The cost to maintain the accreditation for the cardiovascular program is \$900 per year. It was determined to discontinue the accreditation.

i.

4. Finance and Facilities – Shannon Jesme

- a. **Tuition Rates** – Shannon discussed a handout on Northland's unique tuition rates. Next year Northland will have two individual courses with unique rates. The cardiovascular course will be removed after graduation. Brief discussion was held regarding allowing PSEO students into these courses.
- b. **Purchasing Shut Down Date** – It was determined that the cutoff date would be April 8th or April 15th. Shannon will send an email out to all employees once finalized.
- c. **Food Package** – Shannon shared they are currently working with Lancer on a food package for students that would allow them to utilize their financial aid.

5. Foundation – Sheila Bruhn

- a. **Student Housing Coordinator** – Sheila shared that they are waiting for the background check to be able to make an official offer.
- b. **Housing Website** – Sheila reported that the student housing website is up and running and that there were five applications as of this morning.
- c. **Current Leases** – There are 30 students currently living in the housing. She is working on offering short-term leases through the end of the semester.

6. Marketing – Chad Sperling

- a. **YouVist** – Chad reported that YouVisit is now live! He is working to promote it. **ACTION:** Chad will send out an email to all employees.
- b. **On-campus Visits** – Chad reported that there has been an increase of on-campus visits.

7. HR – Dr. Bona

- a. **General Maintenance Worker** – This position has closed and the search committee is in progress.
- b. **Carpentry Instructor** – This position has been posted.
- c. **Admissions Coordinator** – This position has closed and the search committee is in progress.

8. Policies and Procedures

- a. **2000 Series** – Approved.
- b. **Dropped for NonPayment** – The update to the policy was approved and will be on the April Shared Governance Council meeting agenda.
- c. **Campus Signage Policy** – Shannon presented a draft for review. This policy/procedure was approved and will go to the next Shared Governance Council meeting. **ACTION:** Shannon will update and number within the 6000 series.

9. Summer Hours – Discussion was held regarding summer hours. **ACTION:** Julie will put on the next agenda.

10. Next Meeting – April 14th, 1:00 p.m. – 4:00 p.m., in TRF room 217.