

NCTC President's Council Meeting Minutes

April 26, 2016, 2:00 p.m. – 4:00 p.m., EGF, Room 290

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

Absent: Jim Retka

1. President's Report – Dr. Bona

- a. Charting the Future (CTF)** – Michaela Current (Student Senate) was invited for an update on CTF. Dr. Bona provided an update on various Charting the Future initiatives. He shared that NCTC is consistent with the progress of other MnSCU institutions. Chancellor Rosenstone is committed to completing the CTF initiatives by his retirement date. Dr. Bona shared that student government is pressing to see college diversity plans. He shared that NCTC's diversity plan is currently on the website, but a comprehensive review is planned in the near future. All updates on progress will be shared with the student senates. **ACTION:** Dennis will send Michaela the 2nd Quarter CTF report. (Michaela left the meeting.)
- b. Budget Status** – Dr. Bona shared that the FY17 budget is being developed without incorporating the supplemental budget request appropriation. He shared that his goal is to not cut any services to students or academic programs, and to reduce staffing through natural attrition.
- c. Summer Hours** – Dr. Bona shared a draft letter to employees regarding summer hours. Discussion was held regarding ensuring employees still put in 40 hours each week. It was agreed to move the start date back by one week, starting summer hours after the end of the semester. Resolved.

2. Student Services – Mary Fontes

- a. Student Graduation Garb** – Discussion was held regarding guidelines for graduation garb and regalia. Discussion was held on minimum requirements to additional items for individuals and/or members of college clubs. The use of club funds for this purpose was also discussed. It was determined that the cap and gown would be the minimum requirement, and additional/optional items would be discussed and decided on for the 2017-2018 academic year.

3. Academics: Carey Castle and Deans

- a. Chief Diversity Officer Position** – Carey Castle shared that the CDO responsibility has been removed from the Academic Success Center position. He will be meeting on Friday to talk through the position description, and strategy to update diversity plan, which is due by June 1st to the system office. Dr. Bona stated that for the position to be truly effective, each member of the President's Council should be involved in the position's responsibilities. Updates will be provided as necessary.
- b. Campus Management Reporting:**
 - i. East Grand Forks – Brian Huschle – No updates.

ii. Thief River Falls – Mike Curfman provided updates from the TRF campus management teams.

1. Vex Robotics Team finished 10th place in national competition in Kentucky. Congratulations to the team! Great experience for the students!
2. Mike shared that Lars Dyrud visited with the campus management team regarding the status of student housing.

- c. **Division Chairs** – Jodi Stauss-Stassen asked for an update regarding faculty names forwarded for division chairs. Dr. Bona has not received any names to date. The deadline is May 15th. Kristi Lane shared that the MOA has been approved, signed, and returned by the system office. **ACTION:** Dr. Bona will send a memo to the selected faculty once finalized with the faculty presidents.
- d. **Aerospace Bonding Project** - Curtis Zoller provided an update on the construction project. NCTC will receive the certificate of occupancy on April 29. Summer classes will be in the new facility. Kudo's to facilities staff for their hard work!

4. Finance and Facilities – Shannon Jesme

- a. **Budget Update** – Shannon provided a handout and an update on the FY2017 budget.
- b. **Personnel/Non-personnel** – Dr. Bona gave a budget update regarding personnel and non-personnel budget reductions.

5. Foundation – Sheila Bruhn

- a. **Student Housing** – Sheila Bruhn provided updates on the student housing project. The closing date for the tax exempt financing is Thursday, April 28th. This will save the foundation \$25,000 annually. Monday, May 2, is closing date for the Fox Tail property. There will be a walk-through with the closing at 3:00 p.m. at the Pennington County Abstract Company in Thief River Falls. Abdul Chamma is the new housing coordinator. He has been working with Mike Hanley on qualifying applications. Currently there are 149 applications. Sheila shared that Habitat for Humanity will be taking the old appliances, doors, counters, etc. Sheila asked that everyone please share any questions or concerns with Lars or Sheila. She wants this to have a positive impact at the college and in the community.
- b. **Fall Scholarships** – Sheila shared that fall scholarships are being announced to recipients soon. This lets potential students know early if they will be receiving a scholarship.
- c. **EGF Golf Tournament** – The tournament has been scheduled for July 28th, at the Grand Forks Country Club. More information will be coming soon.

6. Marketing – Chad Sperling

- a. **Customer Relationship Management System** – Chad provided an update on the new CRM system. This system improves communication with prospects. It is now up and running at 70%. This tool is a cost savings of \$12,000, to the college, and will allow internal control of edits/updates. The cost to implement was \$10,000. Mary Fontes was able to secure a grant for \$10,000 for the implementation.

7. **Concurrent Enrollment** – Shannon Jesme shared that NCTC could participate in the new requirements for concurrent enrollment in FY17 or wait until FY18 when it will be required. It was agreed to wait until FY18.

8. **Human Resources – Kristi Lane**

- a. **Vacancy Updates** – Kristi Lane provided updates on the following positions.
 - i. Carpentry Position – This position was claimed by an external faculty member on the state lay-off list.
 - ii. Automotive Technology Position – This temporary position will need to be reposted. This position will be a temporary, one-year assignment.
- b. **Transaction Service Model** – Kristi reported that the system office has created hubs for human resources activities. A team at the system office is working on developing a model where transactions can be processed at these hubs. She shared that there will be no cost to NCTC in FY17. Updates will be provided as they become available.
- c. **FAMA Update** – Kristi reported that NCTC is ahead of other colleges in the implementation. MnSCU continues to work out issues with the program.
- d. **Summer Arbitration** – Kristi reported that the summer arbitration results were received. She is working to resolve for the summer of 2015. Deadline to have resolved is June 2016.
- e. **1B1 & 1B3 Training** – Kristi provided dates of the upcoming required training for administrators. **ACTION:** Kristi will send emails with training and registration details to the appropriate administrators. Registration is in the ELM system. Kristi will also email information to the team attending the sexual violence prevention summit. Abdul has been invited. **ACTION:** Sheila will connect with Abdul to confirm attendance.

9. **Meeting adjourned.** 4:42 p.m.