

NCTC President's Council Meeting Minutes

May 9, 2016, 1:00 p.m. – 4:00 p.m., TRF Room 217

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

Absent: Chad Sperling

1. President's Report – Dr. Bona

- a. **Charting the Future (CTF)** – Third Quarter Report due June 3rd.
- b. **Strategic Planning** – Dr. Bona gave an update on the upcoming strategic planning session. The morning session will be facilitated by Dr. Holly Chatham, a consultant from EAB. She will be sending an exercise to be completed the afternoon before. The afternoon session will be used to work on the diversity plan.

2. Student Services – Mary Fontes

- a. **Northland Night at the Races** – Friday, July 22, 2016 – Mary Fontes requested volunteers to work the booth and represent Northland. The following volunteered: Dr. Bona, Mary Fontes, Carey Castle, and Mike Curfman. Davis Hamilton will be invited, as well as student representatives. Everyone is encouraged to wear NCTC clothing. Chad Sperling will give update at the next meeting.
- b. **MnSCU System Event** – Mary Fontes shared that Northland is participating in the College Knowledge Month & Free Application Fee Week. This event will be the week of October 24th when high school students can apply for free. Mary requested that, similar to last year, to reduce extra work for staff, we waive the application fee for all students during that week, not just high school students. Approved.

3. Academics: Carey Castle and Deans

- a. **Chief Diversity Officer (CDO) Update** – Carey Castle provided an update on the status of the CDO position. In a smaller group meeting, it was determined that Carey Castle would serve as the official CDO for Northland, but the position would be made up of a team individuals from Student Services, Academics, and Human Resources. The deadline to have the diversity plan into the system office is June 30, 2016. The team will each take a section to update the existing diversity plan. The plan will be reviewed and discussed at the May 20th meeting.
- b. **Campus Management Reporting:**
 - i. **East Grand Forks – Brian Huschle**
 1. Brian reported on a workshop that he and Mary Fontes attended on the Adult Learning Network. The goal of the project is to allow students to create portfolios.
 2. Brian also shared that NCTC is a finalist for a grant for open educational resources, called "Achieving the Dream." The goal is to offer an A.A. degree pathway online without buying a textbook.
 3. Brian announced that Linnea Schussler, the new ASC director has started.
 4. Brian shared concerns regarding several summer courses will low/zero enrollment. He believes this trend is a result of the PN's change in

required prerequisites. He plans to cancel several classes on the summer schedule. Discussion was held regarding the deadline to make the decision to cancel. **ACTION:** Brian will connect with Jerry Schulte regarding financial aid considerations.

ii. Thief River Falls – Mike Curfman

1. Mike reported that the new smoking signs have been placed.
2. He encouraged everyone to stop by the art gallery. The art was made by a student with PTSD. This student also wrote a letter to the editor sharing his experience at NCTC and how art has helped his PTSD.
3. In-Service Update – The fall in-service will be August 21. Dr. Bona would like to invite all employees to one location for the two hours in the morning. The event will be in EGF. Service awards will be given during this time. Discussion was held regarding travel arrangements and office coverage.

4. Finance and Facilities – Shannon Jesme

- a. **Bookstore** – Shannon shared that she is looking into alternative options for the bookstore. She has asked faculty to participate in a work group over the summer to look at possibly moving to a virtual bookstore. Currently ten colleges are already working together on the mass purchasing of text books to drive down costs for students. Shannon will be scheduling a meeting with this group in June.
- b. **Budget** – Shannon shared that the budget was discussed with the Shared Governance Council. Dr. Bona also shared information regarding possible reductions. Final numbers will be known after May 23rd, when the legislative session ends.
- c. **Percent for the Arts** – Shannon shared that Minnesota Statute requires 1% of bonding project funds be used for art. This equals \$49,000 for the aerospace project. The MN Arts Board will be facilitating the RFP process for NCTC.

5. Foundation – Sheila Bruhn

- a. **Student Housing** – Sheila reported that renovation is under way. There will be 16 students living there through the end of the semester. Sheila shared that Habitat for Humanity was able to take various furniture and appliances.
- b. **Fall Scholarships** – The applications are being reviewed by the scholarship committee at this time.
- c. **Fundraising Events** – The EGF Foundation golf tournament has been scheduled for July 28, at the Grand Forks Country Club. More information will be coming soon. The TRF Foundation continues to work on determining a fundraiser for the TRF community.

6. Human Resources – Kristi Lane

- a. **Vacancy Updates** – Kristi Lane provided updates on the following positions.
 - i. Football/Softball Coach Vacancy – Will be posting two separate positions.
 - ii. Volleyball Head Coach – Abdul Chamma will continue serving in this role.
 - iii. CLA – 40% MAPE position has been posted for PAET.
 - iv. Farm Business Management Instructor position – Will be posted.
 - v. The temporary automotive service instructor position was claimed by an external faculty member on the State layoff list.
 - vi. COI Custom Training Representative – One CTR position was eliminated.
- b. **Transaction Service Model** – Kristi reported that the system office has created hubs for human resources activities. There is a team at the system office 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. The pilot will begin with faculty assignments in phase I, and employees in phase II. The goal of this project is to implement a consistent process across the system.

c. Division Chair Assignments – ACTION: Dr. Bona will send the list of the FY17 division chairs to Kristi Lane to send out assignment notices.

7. Facility Use Procedures – Shannon and Brian requested approval for the final SOP's and the new form for internal event requests. Approved. Shannon Jesme will communicate to all employees.

8. Meeting adjourned. 3:42 p.m.