



President's Council Meeting Minutes

Wednesday July 13, 2016

9:00 a.m. to 12:00 p.m. in EGF Room 290

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

Absent: Chad Sperling, Brian Huschle

1. President's Report – Dr. Bona

- a. **Minnesota State 2017 Goals** – Dr. Bona shared that each president, during his/her performance evaluation, was given several goals by Chancellor Rosenstone to work on in FY17. Due to time constraints, this agenda item was moved to the next meeting.
- b. **Enrollment** – Mary Fontes shared that summer FYE is up by 10, headcount is down by 62. Fall to date is down 58 FYE (8%) and down by 11 headcount. Mary will send reports out next week. EGF added two more days for registration. Football players have not been enrolled, as assessment testing dates have been scheduled later, just prior to football practice starting. Dr. Bona shared ideas for his presentation for in-service. He plans to share the several factors that are contributing to drop in enrollment that are beyond our control. His message will be that NCTC needs to adjust its operations to reflect this long-term change. He shared that the system office is working on and plans to present a new allocation model in the near future.
- c. **Global Leadership Summit** – Dr. Bona was invited to a global leadership summit by a North Dakota legislator (Mark Johnson) and has committed to two registrants. This event will be held in EGF and will take place the second week in August. **ACTION:** Dr. Bona will send the information to everyone for consideration. Anyone interested may respond to Dr. Bona. Two administrators need not attend the entire event, administrators may alternate depending on topic.
- d. **Care Fund Update** – Julie Fenning reported that the former Cheer Fund and Care Funds have combined and will be the new college-wide C.A.R.E. Fund. (Caring, Appreciating, and Remembering Employees). Supervisors and employees are to report any events to Julie, who will send out the announcement and provide the appropriate gift. **ACTION:** Communication will be sent to all employees in the fall.

2. Academics – Carey Castle and Deans

- a. **Campus Management Reporting:**
 - i. Thief River Falls – Mike Curfman provided an update on the Roseau projects. He shared that Polaris is interested in the supervisory course via ITV with TRF and EGF campuses.
- b. **Aviation Maintenance Requests** – Curtis Zoller invited discussion concerning posting a position for a full-time A & P instructor, replacing the current phased-retirement position. Curtis also provided details regarding AMT to offer only one cohort this fall, due to budget and staffing restrictions. **ACTION:** Dr. Bona requested more information regarding these requests prior to academic affairs finalizing the decision.
- c. **Ag Programs** – Curtis briefed the group on delaying the start of the new agriculture program until fall of 2017. The instructor's salary for this year would be covered under the Ag Centric grant for curriculum development and time would be spent marketing and recruiting for the program for a more healthy start. Dr. Bona agreed it was the best decision to delay the program start until fall of 2017.
- d. **Employment Website** – Curtis shared that he is updating the employment website and working on digitizing the graduation surveys and streamlining the process. He shared there will be reduced hours for the testing center, only providing those services directly relating to NCTC

programs. He requested an update on the progress of the testing center move. **ACTION:** Carey will revisit the testing center move and provide an update at the next meeting.

- e. **Fingerprinting Machine** - Jodi Stassen shared that due to new program requirements, NCTC will purchase a fingerprinting machine. The cost for the machine is \$5000 for the machine, plus an annual fee of \$600. Required to be implemented by November 2016.
- f. **Simulation Trailer** – Jodi shared that other programs were not interested in repurposing the trailer and that she was going to look into the process to sell the trailer. Shannon confirmed that the trailer was purchased out of the general fund and it could be sold.
- g. **Fall In-Service** – Mike Curfman provided a brief update on the fall in-service planning. It was agreed to plan for 200 employees. Mike will be working with Julie on final details.
- h. **FBM Updates** – James Retka shared that Dr. Bona is now on the MAELC board. He shared that NCTC will not meet the final metric for the final payment, but was told if we at least make progress towards reaching the metric, it was possible that we could receive the final payment. **ACTION:** Carey, Jim, and Dr. Bona will connect prior to next meeting.

3. Finance and Facilities - Shannon Jesme

- a. **Red Cross Shelter Agreement** – Shannon Jesme reported that the security task force has reviewed the Red Cross shelter agreement and felt that it was important to have this agreement in place. This would allow for planning work to be done for the Red Cross to utilize our campus for a shelter in the event of a community emergency. Shannon shared that we can always decline for any reason at the time of the emergency. Approved.
- b. **Roseau/Aerospace Technology Updates** – Shannon shared that there is a lot of work being done at these locations, and she plans to invite Stacey Hron to provide updates at the next meeting.
- c. **Administrative Non-Emergency Line** – Shannon shared that there were some concerns regarding the use of personal cell phones for this purpose. It was agreed that a cellphone number would be provided, whether it was a personal cellphone or a college cellphone.
- d. **SingleWire** – Shannon shared information regarding an add-on feature for our phone systems that would allow public address announcements to be broadcasted through the phone system. It would also allow a designated group to be notified when someone (and who) dials 911. The cost is a one-time amount of \$13,000, with a \$2,900 annual fee. It was agreed that, due to the current budget constraints, this would not be pursued at this time.
- e. **Budget Work** – Shannon requested a meeting be scheduled with Dr. Bona, Shannon, Kristi Lane, and Carey Castle to discuss budgets.
- f. **Updated Lock Down Procedures** – This agenda item will be moved to the next meeting. **ACTION:** Shannon will provide an update on the new lock down procedures at the August 3 meeting.
- g. **Bookstore and College Vehicle Fleet** – Shannon provided updates on her research regarding the option of a virtual bookstore, as well as reducing or eliminating the college vehicle fleet. She is hoping to have a final recommendation by the end of the summer.
- h. **Student Meal Plan** – Shannon provided an update on the discussions regarding student meal plans. By allowing meal plans to be purchased with financial aid, students will be able to access these funds for food immediately, versus waiting for financial aid disbursement later in the semester. This will be available to all students at each location. Café Rewards will continue to exist for employees. More discussion is needed to finalize details.

4. Foundation – Sheila Bruhn

- a. **Golf Tournament Update** – Sheila Bruhn gave an update on the progress of the upcoming Foundation golf tournament. At this time there are 21 teams participating, and donations are slightly above the \$15,000 mark reached last year. Sheila is currently working on volunteer assignments. Volunteers are encouraged to wear NCTC apparel.
- b. **Student Housing Update** – Sheila provided an update on the work on the student housing. Renovations are on track, with the goal to be ready for fall semester. While there is a request to have housing ready early, it is not guaranteed.

5. Human Resources – Kristi Lane

a. Personnel Update – Kristi provided updates on the following positions:

- i. ITS - David Paul has accepted this position.
 - ii. ITS - Jamie Melander accepted this position.
 - iii. New Farm Business Management Instructors - Betsy Jenson (TRF), Jessica Hanson (RLF), Kelly Klinkhammer (Fosston), and Adawn Nelson has been selected as the general agriculture program coordinator. The new football coach has been chosen, details are being finalized. Softball coach interviews are scheduled for tomorrow.
- b. FMLA** – Kristi provided an update regarding the new FLMA rules. Employees who qualify for FLMA are now able to use a second 12 weeks if the time frame crosses over two years.
- c. Transaction Service Model** – Kristi referenced her email to all employees. She shared that the system office is in the process of organizing the service centers with an implementation date of January 1, 2017.
- d. Travel Forms** – Due to time constraints, this agenda item was moved to the next meeting.
- e. Investigative Process** – Due to time constraints, this agenda item was moved to the next meeting.
- f. Summer Arbitration Award** – Due to time constraints, this agenda item was moved to the next meeting.

6. Adjournment: 12:30 p.m.

7. Next Meeting: August 3, 2016, 9:00 a.m. – 12:00 p.m., EGF Campus, Room 290