



President's Council

Wednesday, August 24, 2016, from 9:00 a.m. to 12:00 p.m.

Location: **EGF Room 290**

Meeting Minutes

Present: President Bona, Carey Castle, Shannon Jesme, Jodi Stauss-Stassen, Mary Fontes, Brian Huschle, James Retka, Sheila Bruhn, Chad Sperling, Mike Curfman, Kristi Lane, and Julie Fenning

Absent: Curtis Zoller

1. President's Report – Dr. Bona

- a. Minnesota State 2017 Goals – This item will be moved to the next meeting's agenda.
- b. Dr. Bona shared an update on the communication with KVLV's Chris Berg. Berg has requested additional information. Dr. Bona is working on his email response. His interview is scheduled for Tuesday at 3:30 p.m.

2. Human Resources – Kristi Lane

- a. **Organizational Chart** – Kristi shared that the new organization chart has been posted on the web site. Carey Castle had a few minor changes. **ACTION:** Kristi will make those edits and repost.
- b. **Personnel Update** – Kristi announced that a fire coordinator position has been posted as seasonal. She provided a brief update on the aviation instructor position. **ACTION:** Kristi will connect with Carey and Curtis regarding credit assignments for aviation instructors. She shared she is also looking into a temporary position for the open OAS position at the Aerospace site.
- c. **Counselor Position** – Mary Fontes shared that there will be a need for a counseling position on the EGF campus. She is currently looking at the counseling needs for each campus to determine the needs for the position.
- d. **FWA** – Kristi shared that the system office is preparing for a class action grievance by MSCF regarding FWA.
- e. **FWA** - It was determined that the workload sheets that were included in the faculty packets are not being signed and returned to the deans. **ACTION:** Kristi will follow up with Lori Johnson.
- f. **Travel forms** – Discussion was held regarding the need to complete travel request forms for in-state travel at minimal distances. **ACTION:** It was determined that policies should be reviewed and parameters determined (vicinity, mile radius, etc.) It was determined that liability is not a valid concern.

3. Academics – Carey Castle and Deans

- a. **Homeless Student Housing** – Carey Castle initiated discussion regarding establishing temporary housing for students who need a place to stay while they make long-term living arrangements. Several concerns and ideas were discussed, including facilitating the connection with county social services. More discussion is needed.
- b. **Predictive Analytics Research (PAR)** – Carey Castle provided a handout regarding an upcoming pilot opportunity at the system office, Predictive Analytics Research. It was

agreed that we currently do not have this data when making decisions for the college. Concerns were expressed that we did not have the capacity to manage this pilot at this time. Decision needed by September 2nd. **ACTION:** It was agreed that Carey would find out what qualifications the program administrator would need, and determine if Northland had that capacity/skillset. If not, NCTC would pass on the pilot.

- c. **Evening Classes Supervision** – Carey Castle provided an update regarding supervision/coverage during evening classes. Instructors have been notified to contact 911 in emergency and campus attendants for other reasons. Shannon had met with the campus deans and shared that the campus attendants will be available similar to last year's schedule. Campus attendant schedules have been extended on the EGF campus to 10:00 p.m. No change to TRF building hours. M-TH, 5:30 p.m. – 10:00 p.m. Campus attendants are not scheduled on Fridays. There will be IT coverage until 7:00 p.m. Shad Gangl will take care of help desk questions for both campuses. His shift has been adjusted to 10:00 a.m. to 7:00 p.m. Shannon shared that the new Student Center hours will be regular business hours, and Friday evenings 5:00 p.m. – 10:00 p.m., Saturday 1:00 p.m. – 10:00 p.m., and Sundays 4-9. Discussion was held regarding the coverage for these hours. It was determined that with the hours covered by the student resident assistants, there would be additional hours not covered. It was agreed that campus attendants would fill these extra hours. It was agreed that these hours be posted.
- d. **Protests/Demonstrations** – Carey Castle requested information regarding student rights to protest and the right to free speech. Mary shared that there will be a webinar in September put on by the system office, covering these issues. **ACTION:** Mary will send to president's council.
- e. **Out of State Travel** – Jodi Stauss-Stassen invited discussion regarding guidelines for managing requests for travel, when supervisors have been asked to reduce travel expenses. **ACTION:** Carey Castle and Shannon Jesme will create a team to discuss possible guidelines for professional development/travel requests, to set institutional limitations. Things to consider include: contract requirements, approval process, prioritizing criteria, and developing a centralized travel cost center. It was recommended to add this item to the Shared Governance Council agenda.
- f. **Equity in Education, NSF, and Job Connection Program** – James Retka provided handouts and a brief description of three grant projects currently being pursued. One project could partially fund a position of success coordinator on the EGF campus. The Nation Science Foundation application is a second attempt for this grant. Jim is currently working with St. Cloud State University to rewrite the grant. The deadline is October 8th into NSF. The third grant is for curriculum development for concurrent enrollment with the MN Office of Higher education.
- g. **Campus Management Reporting:**
 - i. **East Grand Forks** – Brian Huschle – No report.
 - ii. **Thief River Falls** – Mike Curfman – Mike shared that a survey was being finalized to solicit feedback from employees for the fall in-service. This survey will be distributed to all employees this afternoon.
 - iii. **Sunday Hours** – Mike shared that Sunday hours have been determined on the TRF campus and will be posted. The fitness center/weight room will not be open.

4. Finance and Facilities - Shannon Jesme

- a. **Budget Update** – Shannon provided a brief update on the budget.
- b. **Equipment Disposal** – Shannon requested approval from the group to dispose of the following equipment:
 - i. 2 automotive hoists in EGF grounds maintenance shop – Approved.
 - ii. Carpentry equipment - Brian will finalize list.

- iii. SIM trailer – Approved.
- c. **Vehicle Fleet** – Shannon provided a brief update on the process to downsize the fleet. Dates will be given once finalized.
- d. **Jump Start Procedure** - Shannon shared a handout with the procedure for assisting students on campus. The SOP was reviewed and approved. **ACTION:** Shannon will communicate to employees.
- e. **Predesign Project** – Shannon provided a brief update on the status of NCTC's current bonding projects. If there is not a special session in 2016 or special bonding session in 2017, all projects will be re-entered into the state pool, and will be rescored. Sept. 21 is the deadline to have the redesign project submitted.

5. Student Services – Mary Fontes

- a. **CCSSE Results 2016** - Mary provided the CCSSE results. This item will be discussed at the next meeting.
- b. **New Intern** – Mary announced that there will be an intern starting in student services as an advisor. Please stop by office 113 and welcome Katie Fulmer to NCTC!

6. Policies & Procedures

- a. **Missing Person** – Shannon Jesme shared a draft missing person policy. The template was provided by general counsel and is required by the Clery Act. It states that we have a process in place where we collect student emergency contact information and provide to student services. Approved.

7. Adjournment: 12:01 p.m.