



President's Council Meeting Minutes

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

Location: TRF Room 217

Participants: Dr. Dennis Bona, Brian Huschle, Curtis Zoller, Shannon Jesme, Chad Sperling, Sheila Bruhn, Jodi Stauss-Stassen, Kristi Lane, Mary Fontes, Mike Curfman, and Julie Fenning.

Absent: Carey Castle, James Retka

1. President's Report – Dr. Bona

- a. **Leadership Council Update** – Dr. Bona provided a brief update on several items from the recent leadership council meeting, including updates on paid parental leave, the long term financial sustainability report, new legislative requests, respectful workplace policy, Charting the Future, and the search for the new chancellor.
 - i. New Allocation Framework – Dr. Bona shared that the new formula has been applied to the current FY18 budget for all institutions. NCTC lost .01 percent of the budget, which equals approximately \$58,000.
 - ii. ISRS Funding – Dr. Bona shared that ISRS will be replaced over the next seven years. The first priorities are the finance and HR databases. The cost is estimated to be around \$150,000,000.
 - iii. Dr. Bona asked if NCTC had Native Nations committees. At this time there has not been a request for a formal committee at either campus.
 - iv. Succession Planning – MN State is encouraging each institution to work on creating a succession plan. Kristi serves on the MN State committee.
- b. **State of the College Events** - Dr. Bona shared that the EGF State of the College event is scheduled for October 20th. The TRF event will be scheduled early next year.
- c. **Shared Governance Update** – Dr. Bona shared that he notified the SGC that there will be five faculty layoff notices given by November 1, 2016, as required by the MSCF contract. There will also be five non-faculty layoff notices given by April 1, 2017. These layoffs are need to offset the projected \$900,000 deficit for FY18. Layoff notices may be rescinded if budget conditions improve. Carey Castle has met with the academic deans regarding these positions.

2. Student Services – Mary Fontes

- a. **SEM Committee and Plan** – Mary Fontes and Chad Sperling shared that at a recent Shared Governance Council meeting, faculty questioned the status of the Strategic Enrollment Management Committee. It did not appear that this committee was active. Mary and Chad proposed that there was no longer a need for this committee. Marketing and Enrollment will be working together to develop a marketing and enrollment management plan. Chad and Nicki Carlson will utilize forums to seek input from various groups on college-wide marketing and enrollment initiatives. Carey Castle was not at the meeting to weigh in on this request.
ACTION: Julie will add this item to the next President' Council agenda for final discussion.

3. Finance and Facilities - Shannon Jesme

- a. **Budget Update** – Shannon gave a brief update on the budget. She reported that NCTC was not required to resubmit a new operating budget. Several MN State institutions were required to do so, as their enrollment was not what they had projected.
- b. **Student Center** – Shannon reported that the new student center was almost complete. The sidewalk has been poured and furniture has arrived. The hours have been determined and will be posted. Abdul Chamma has moved into his office. The center will be staffed at all times, with student life residents and campus attendants.

4. **Foundation – Sheila Bruhn** (Sheila left early to prepare for Foundation Luncheon)
 - a. Student Housing Update – Dr. Bona shared that 29 students had still not paid their rent for fall semester and were asked to leave. Twenty of them have since paid. Dr. Bona shared that the eviction process is a legal process that costs money to file, in addition, there is a lengthy timeline that must be followed. The Foundation is working to remove these students without using the eviction process.
5. **Human Resources – Kristi Lane**
 - a. **2017-2019 Bargaining Surveys** - Kristi asked everyone to review the email she sent and provide any input on the proposed plans.
 - b. **HR Updates**
 - i. Kristi shared that there is a proposal on the table from the Meet and Confer for administrators to receive \$500 instead of \$800 this year in their HRA. The decision has not been finalized at this time.
 - ii. Sabbatical Deadline – Kristi shared that the email to all faculty regarding application deadline has been sent. The deadline is November 15th.
 - iii. New fire tech instructor/coordinator has been hired in the COI. Nick Francis will be housed on the EGF campus starting next Tuesday. Jodi and Brian will find an office for him.
 - iv. Kristi shared that the foundation director application has been extended to October 17th.
 - v. Chad's Sperling has accepted the permanent position as the director of marketing.
 - vi. The new CLA in the Academic Success Center has been hired, and will begin immediately.
 - vii. EGF advisor position has been posted.
 - viii. EGF counselor position has been posted at 75%.
 - ix. Work-study Injury – Kristi shared that after a recent incident, their needs to be a process in place for student workers when their immediate supervisor is out of the office. It was determined that supervision shall default to next level of supervisor.
 - x. Talent Management/Succession Planning – Kristi shared that she will be attending training at MN State on this topic.
6. **Academics – Carey Castle and Deans**
 - a. **Academic Success Center Structure and Function** – Brian Huschle shared that the ASC was restructured due to a retirement, and he now believes that the department was restructured too lean. He is looking at needing to restructure to accommodate the disability workload. The ASC has increased services offered to students, which in turn has increased traffic for tutoring and disability services. He has asked for a student worker, as well as support in additional training. Brian will be monitoring the student traffic for more concrete data.
 - b. **OER Grant Update** – Brian shared that the MSCF union is challenging legality of OER grant at the state level. He shared that faculty participating in the grant have been instructed not to sign anything. Brian will be meeting with them at the end of this week.
 - c. **Campus Management Reporting** – No reports were given due time constraints.
7. **Policies & Procedures**
8. **Adjournment: 11:25 a.m.** (Adjourned early for Foundation Donor Appreciation luncheon.)