



President's Council

Thursday, October 27, 2016, from 9:00 a.m. to 12:00 p.m.

EGF Room 290

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

Absent: Jim Retka

1. President's Report – Dr. Bona

- a. **January In-Service** – Jim Retka will be coordinating the one-day faculty in-service scheduled for January 4th. It was determined that the “all employee” in-services would be held during the fall semesters only. Staff will have a separate in-service later in the month of January when classes have started. **ACTION:** Dr. Bona will send an email out regarding the staff in-service later in January.
 - i. **Service Learning Activity** – **ACTION:** Dr. Bona requested that an activity regarding service learning be included in the form of a survey about what activities they have done in current classes and what activities they would like to do into the future.
- b. **Faculty Lay Off Notices** – Dr. Bona provided an update on the faculty layoffs for FY18. He has communicated the layoffs to the faculty leadership during the SGC agenda setting meeting, and has scheduled meetings with the affected faculty this week. The non-faculty positions will be discussed in February when more budget information is known. Those decisions will be made by April 1st.

2. Academics – Carey Castle and Deans

- a. **ASA Procedures** – Carey Castle shared procedures that have been revised to reflect Minnesota State policies. Please send any edits to Carey.
- b. **Minnesota State BOT Award** – Carey announced that Ruth Christensen was nominated for the Minnesota State BOT award.
- c. **ASA Leadership Conference Update** – Carey Castle provided a brief update on the recent Minnesota State Academic and Student Affairs conference. He plans to look into a program sustainability program that he learned about from Inver Hills.
- d. **Graduation Regalia** – Jodi asked for clarification on whether students are free to wear any graduation regalia/garb they wish, or if there were going to be any guidelines. It was agreed that students and faculty may wear anything that doesn't disrespect the integrity of the ceremony. It was also agreed that student club funds could be used for this purpose, upon approval from the student senate advisor. The cap and gown for students must be purchased with personal money. It was also suggested that the \$30 limit for student club clothing purchases be reviewed.
- e. **Campus Management Reporting:**
 - i. **East Grand Forks** – Brian Huschle gave a brief update on the OER grant. Currently they are losing faculty participants. Brian shared that he is not confident that Northland can make the three pathways happen, as outlined in the grant. Dr. Bona supports this grant and plans to have a conversation with faculty at the SGC meeting next week.
 - ii. **Thief River Falls** – Mike Curfman did not have anything to report.

3. Foundation – Sheila Bruhn

- a. **Foundation Update** – Sheila provided a brief update on the activities of the Foundation. The contributor appreciation luncheons were well attended. The annual meeting was held on October 17, where new members were elected. Wes Stainbrook is now the board president, and Jill Fritel is a new member, with goodbyes to Jared Davidson and Mary Forney.

Sheila also shared that the Northwest Minnesota Foundation has funds dedicated to NCTC for activities tied to strong youth programs. There is currently \$19,000 available. Sheila is working to get those funds transferred to the NCTC Foundation.

- b. **Student Housing Update** – Sheila reported that they are at 130 – 134 occupancy. She is anticipating several students leaving at the end of fall semester. She also shared that several students have not paid and have been asked to leave. Sheila shared that she is looking at scheduling an open house, ribbon cutting event for the housing and student center prior to Thanksgiving.

4. Finance and Facilities - Shannon Jesme

- a. **Carpeting in Foyer** – The Administrative Services committee brought forward a request to lay carpet in the main foyer on the EGF campus. The current flooring is extremely slippery with even a small amount of moisture. The carpeting would also allow for easier maintenance and noise would be reduced when events are held in this area. The carpet has already been purchased for this purpose. Approved. The carpet will be installed during the semester break.
- b. **Fleet Update** – Shannon announced that the college vehicle fleet will be taken out of service on Nov 4th. She has sent out an email to all employees explaining the details. Shannon, Bob, and Clinton have reviewed each vehicle to ensure the newest and vehicles with the lowest miles are kept. Several vehicles will be kept per the original plan. The Grand Marquis was loaned by the COI to the EGF student life, because there was a specific need for athletes on the EGF campus. The vehicle was not purchased with student life funds. This vehicle has been replaced with a newer vehicle for students' use at this time. This vehicle has not been assigned to student life. In addition, there is an older van that will be retained in TRF for Lancer to use to transfer food to the airport.

5. Human Resources – Kristi Lane

- a. Kristi provided a brief update on open enrollment and the change in the medical expense cap, increasing from \$2550 to \$2600.
- b. Kristi shared that the EGF part-time counselor vacancy announcement will be posted soon.

6. Student Services – Mary Fontes

- a. SEM Committee and Plan – Chad and Mary requested support to formally dissolve this committee. More discussion is needed. **ACTION:** Julie will send the committee chart to everyone for final decisions at the next President's Council meeting.

7. Policies & Procedures

8. Adjournment: 11:51 a.m.