



President's Council Minutes

Thursday, November 10, 2016, from 9:00 a.m. to 12:00 p.m.

TRF Room 662

Present: Dr. Bona, Shannon Jesme, Mary Fontes, Kristi Lane, Chad Sperling, Brian Huschle, Carey Castle, Mike Curfman, Jodi Stauss-Stassen, James Retka, and Julie Fenning (recorder). Curtis Zoller joined via telephone conference.

Absent: Sheila Bruhn

1. President's Report – Dr. Bona

- a. **Election Result Tensions** - Dr. Bona received an email from another Minnesota State institution regarding increased tensions between students after the election results. Some colleges are communicating to students to help ease tensions. After a brief discussion, it was determined that there was no need for a college-wide communication at this time.
- b. **Football Bowl** - Dr. Bona shared that the football team may be invited to a bowl game in Iowa. Mary was not aware of this bowl and requested more information before a decision could be made regarding NCTC's participation. **ACTION:** Mary will get more information.
- c. **Leadership Council Update** – The leadership council meeting this month was a telephone conference focusing on the long term financial sustainability report, and the former 4.1 section. Dr. Bona shared that the new allocation model will be utilized for FY18, but the actual implementation will not occur until 2020. Colleges will receive their allocation based on the existing model for two additional years. NCTC's reduction of approximately \$60,000 will not be seen until FY20.
- d. **Master Committee Chart & Membership Review** – Discussion was held regarding the list of committees and how they fit in the overall college work plan. After lengthy discussion, it was determined that the master committee chart will be reviewed at the next President's Council retreat. **ACTION:** Julie will schedule a two-day retreat in February. **ACTION:** Committee leads will notify Julie of any committees that are required. This will be indicated on the chart.

2. Marketing Update – Chad Sperling

- a. **College Closure Procedures** – Chad shared a handout on the process for college closures. No changes were made. **ACTION:** Chad will schedule a meeting to conduct a test of the process.
- b. **Marketing Opportunity in TRF** – Chad shared that he recently signed a contract with the Ralph Englestad Arena (REA) for the upcoming hockey tournament. NCTC will be advertising in the arena. The advertising will be similar to the event "Northland at the Races." The REA was very supportive of a promotional partnership with NCTC.

3. Student Services – Mary Fontes

- a. **Expectation for Coverage over the Holidays** – Mary asked what the expectation is going to be for staff coverage during the holidays. It was determined that an administrator or supervisor would need to be on campus, as well as college-wide telephone coverage. All other departments could have light coverage or be closed. Signs should be posted notifying students of reduced hours. Dr. Bona suggested that we reduce college building hours during the week of December 26 – December 30. The college will be closed at 4:00 p.m. Employees will be asked to take vacation or make up the hours. **ACTION:** Kristi will communicate this to all employees. **ACTION:** Details regarding coverage will be worked out at the campus management meetings.

4. Human Resources – Kristi Lane

- a. **Hours of Business/Departmental Hours** – The question was raised regarding the college's regular business hours. Staff have requested to have their workday end at 4:30 p.m. instead of 5:00 p.m. Dr. Bona shared that this item will be discussed at the February President's Council retreat.
- b. **Weather-Related Notifications** – Kristi clarified that delayed closing includes students and employees.

- c. **Personnel Update** – Kristi reported that the EGF part-time counselor position has been posted; the AP1 advising position has closed; and the executive director of the foundation position has been filled, with a start date of January 3, 2017.
- d. **Other** - Business After Hours will be next Tuesday from 5:00 p.m. – 7:00 p.m. at Diamonds and Designs in Thief River Falls. **ACTION:** Kristi will forward the invite to the President's Council.
ACTION: Julie will sign up for the Chamber newsletter and distribute emails to the President's Council.

5. Academics – Carey Castle and Deans

- a. **Leveraged Equipment Process and Purchasing Timeline** – Brian shared that the process for receiving funds and purchasing equipment needs to be reviewed. In some instances equipment is not purchased until the end of the academic year. Shannon shared that there is a meeting scheduled for next Tuesday to work through the process.
- b. **Nursing Program Curriculum Change - Financial Implications** – Jodi shared that the PN program lost revenue due to the requirement to reduce the credits from 60 to 44 credits. She shared that 75% of the general education courses are taken in year two. This year will be the lowest, with an expected increase in the next two years.
- c. **Minnesota State Duplication of Programs** – Jodi raised the question why NCTC was under scrutiny when she submitted a program request for the online dietetic technician program. The system office stated that Normandale currently has that on-campus program. However, MSCTC Moorhead started the surgical technology program last year. Carey clarified that the system office might discourage, but it does not prohibit duplication of programs at this time. Dr. Bona shared that this is part of the long term financial sustainability report and that there may be changes into the future.
- d. **Campus Management Reporting:**
 - i. **East Grand Forks** – Brian shared that Beth McMahon has received a national award for her work in implementing a system-wide process for Quality Matters. He also shared that a Request for Proposals has been issued for this work into the future.
 - ii. **OER Grant** – Brian provided a brief update on the OER grant status. Currently there are seven - eight faculty participating. NCTC will not be working on the early childhood program pathway. The health science pathway will be completed. The AA degree requires nine credits, and he is currently short one class at this time in Area 6. Dr. Bona had a conversation with faculty regarding their interest in creating an AA degree outside of the grant. Dr. Bona will incorporate a formal structure for this to happen. **ACTION:** Jim Retka will include time for this discussion at the January in-service.
 - iii. **Thief River Falls** – Mike Curfman shared that Aliza Olson, history instructor, will be accepting a donation of a Civil War artifact on behalf of NCTC to be displayed in a display case before permanently going to the TRF City Hall. He encouraged everyone to attend the ceremony. Mike has been working with Brian to offer more courses via ITV. He also shared that the campus management team will be meeting in June to streamline the athletic scheduling process.
 - iv. **Concurrent Enrollment Grant** – Curtis shared that NCTC received the grant for concurrent enrollment for \$42,000, for the precision agriculture program. It was funded with changes. He will be working to finalize that grant.
 - v. **Support Staff In-Service** – Jim shared that he has a draft of the agenda for the faculty in-service and solicited input on new ideas. Dr. Bona shared that he would like to see time for activities relating to service learning and open educational resources (OER) on the agenda.
 - 1. Ideas Generated:
 - a. professional development/team building activities
 - b. staff auction – something fun to re-gift, trips, ice fishing trip,
 - c. shake up the venue – Aerospace site
 - d. have faculty meetings at the start of the day

6. Finance and Facilities - Shannon Jesme

- a. **Carpet in EGF Foyer** – Dr. Bona felt that with the current design of the room, it was important to have the wood laminate. It was determined that the wood laminate section would be carpeted to eliminate the slipping hazard. As funds became available, the existing carpeted section, would be replaced with the wood laminate flooring. Approved.

b. Bookstore Model Update – Shannon needs to schedule a meeting with division chairs regarding the alternative bookstore model. There are a few concerns that have come up that need to be discussed. **ACTION:** Julie will schedule a meeting early next week.

c. Other

- i. Shannon shared that the scoring team confirmation deadline is today.
- ii. Shannon received the instructional cost study from the system office. The deadline to respond with any changes is December 9th. **ACTION:** Shannon will meet with the academic group for review.
- iii. George Bass' last day. He's on the TRF campus. Come say goodbye and enjoy a treat!

7. Policies & Procedures

8. Adjournment 11:50 p.m.