



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

President's Council - Minutes

Thursday, December 15, 2016, from 9:00 a.m. to 12:00 p.m.

Location: TRF Room 662/EGF Room 301

Present: Dennis Bona, Jim Retka, Mike Curfman, Kristi Lane, Shannon Jesme, Curtis Zoller, Carey Castle, Mary Fontes, Brian Huschle, Lars Dyrud, Chad Sperling.

1. President's Report – Dr. Bona

- a. **Leadership Council Update** – Dr. Bona provided a brief update from the Minnesota State Leadership Council meeting. The main focus at this time is the chancellor search. Candidates have been chosen and scheduled for interviews. The committee is hoping to present a name to the Board of Trustees in March. Dr. Bona shared that he has an action item to create a bulleted list (four items) on our plan to address financial sustainability. He shared that the leadership council participated in an emergency preparedness exercise and requested a training exercise for the President's Council be scheduled for the summer. Dr. Bona shared that there is a belief that there will be a special session, and is hopeful that the bonding bill will be passed. Northland has the science lab projects on the EGF campus and several HEARP projects that would be funded if passed.
- b. **360 Review** – Dr. Bona shared a piece from his 360 review with the group regarding the effectiveness of the President's Council. Dr. Bona thanked those that participated in the evaluation and for their candid feedback. There were concerns regarding the President's Council meeting structure and format of items discussed. There was some discussion on ideas for improvement, but Dr. Bona stated that this will be a topic for the retreat scheduled in February.
- c. **Compliance Designations** – Julie Fenning shared that the system office has requested a list of the designated contacts for specific duties that are required by law. **ACTION ITEM: The group will review and forward names to Julie.**

2. Finance and Facilities - Shannon Jesme

- a. **EMS Room Scheduler – Optimization** – Julie Fenning recently attended the Minnesota State EMS scheduler's conference and learned about a tool within the room scheduler. She shared how the tool can be used to improve space utilization. After a lengthy discussion, it was agreed that Northland would not implement at this time. **ACTION ITEM: Julie will look into the features of the program to see if it can help with the academic scheduling process.**
- b. **Financial Health Indicators** - Shannon provided a handout and a presentation of the financial health indicators. She discussed the triggers that Northland has tripped and shared comparisons to other Minnesota State institutions.
- c. **Electronic Signature Update** – Shannon shared that this project requires that every form requiring a signature be assessed for risk. There is currently a group of colleges working on the system wide forms. Shannon will provide an update when there is more progress on the project.
- d. **Emergency Response Plan Update** – Shannon and members from the security task force will be meeting with local law enforcement to sign a Memorandum of Understanding regarding sharing information between Northland and law enforcement agencies. This will alleviate the confusion when law enforcement agencies/officers request private data from the college.

3. Marketing Update – Chad Sperling

- a. **Chat Feature** – Chad and Mary requested input in partnering with Distance MN for a chat feature. Distance MN would maintain the program and answer any initial and frontline questions. More specific and detailed questions would be forwarded to the specific college. There would be no cost to Northland for this service. Approved.

4. Student Services – Mary Fontes

- a. **Graduation Regalia Clarification** – Mary clarified that students may use club funds for items such as medallions, stoles, etc., but may only use the funds generated through fundraising and not the funds that are dedicated to that club by student life.

b. Student Housing Questions

- i. **Website** – Mary shared that the Northland name has been removed from the housing website to make it clear that the housing is owned by the Foundation and not Northland Community & Technical College. Lars requested a link on Northland's page to assist with their advertising and marketing for vacancies.
- ii. **New Amount Required for FY18 Lease** – Mary requested that any major changes with student housing be shared at President's council for input and information to better serve students. Lars agreed that into the future, he will share major changes with the group prior to announcing to students.
- iii. **Data Privacy Concerns** – Mary shared that a student needs to have a Consent of Information on file in order for Northland to share student information with the Foundation. Lars will work with Abdul to include this form in the housing packet.
- iv. **Student Housing Crime Reporting** – Mary wanted to remind everyone of the process for reporting incidents that happen on the student housing property. These incidents, unless they specifically affect the campus, do not need to be reported to Mary or Richard Speas. The Foundation will manage all behavioral concerns and contact law enforcement when appropriate. The Foundation does need to report any crimes that fall under the Clery Act to Cory Feller, safety officer, for reporting purposes.

5. Human Resources – Kristi Lane

- a. **Holiday Schedules** – Coverage has been determined for the campuses over the holidays.
ACTION ITEM: Kristi will send an email out to employees.
- b. **Luoma Academy** – Kristi shared that all applications must be approved and forwarded through Dr. Bona. Deadline to apply is January 20th.
- c. **Paid Parental Leave** – Kristi shared that she is getting new information daily regarding this new process. She is working with individual employees through the process.
- d. **New Employee On-boarding** – Minnesota State is looking at a new process for employee onboarding, requiring supervisors to enter employee data directly into the employee database. Kristi will provide updates as new information is available.
- e. **Sabbatical Requests** – Three sabbaticals have been requested.

6. Academics – Carey Castle and Deans

- a. **Campus Management Reporting:**
 - i. **East Grand Forks** – Brian Huschle – Nothing to report.
 - ii. **Thief River Falls** – Mike Curfman shared that he is working with Brian on strategies to maximize course offerings through efficient scheduling. They are also reviewing courses as the decision to cancel low enrolment courses needs to be made one week prior to the start of semester. Mary shared the current enrollment status: fall is still up 1% (8 FYE) and spring is only down 1%. Mary shared that student services has been busy with activities, calling students and sending mailings. Currently there are 181 students on RCFN list, which will students will need to take care of their accounts by Monday or be dropped. Enrollment could still fluctuate as returning students could be on academic suspension over the break and are unable to attend spring. They are working on interventions with calls to students regarding suspensions.
- b. **Academic Success Center Update** – Brian Huschle shared that after several attempts to assist with workload in the Academic Success Center, they are still strained for personnel for the work that needs to be done. He plans to discuss in greater detail at the retreat in February.
- c. **Welter World Citizen Award Process** – Carey asked for any questions or comments from the group on this standard operating procedures. No questions. Approved.
- d. **Prior Learning Assessment to Challenge Course Procedure** – Brian Huschle shared that this procedure has been reviewed by ASA leadership group, and he is looking for final approval to use this process. It impacts students who hold a degree from an international college, and do not score well on the Accuplacer text. These students will be allowed to take writing and math assessments with Northland faculty. President's Council approved this procedure. **ACTION ITEM: Brian will present at SGC.**
- e. **RFP: Minnesota Online Quality Initiative** – Brian Huschle shared that the RFP for the Quality Matters coordinator has been posted. This is Beth McMahon's current position. He is planning to submit her name for this position. Minnesota State has reduced the amount of release credits offered, so Beth would be teaching two courses for Northland totaling six credits, to make up for this reduction. Approved.

- f. **Spring Faculty In-Service** – Jim Retka shared the draft in-service agenda. Several suggestions and edits were made. **ACTION ITEM: Jim will make edits and send out to the group.**
 - g. **18-19 Academic Calendar** – Jodi Stassen shared that the faculty are looking at proposing some major changes for the 18-19 academic calendar. Faculty have encouraged administration to look at having less student contacts days, an alternate in-service schedule, new professional development ideas, etc. **ACTION ITEM: Julie will schedule a meeting with Carey, Dennis, Jodi, Brian, Mike, and Curtis to discuss these ideas.**
- 7. **Foundation** – Lars Dyrud provided a brief update on the current transition within the Foundation. The position that he vacated will be reclassified into an AFSCME support position. His focus will be fundraising to build endowments. He plans to spend two days a week in EGF. The new person will be based in EGF, with some traveling to TRF as well. Dr. Bona congratulated Lars and everyone welcomed him to the President's Council.
- 8. **Policies & Procedures** - There were no policies or procedures to review.
- 9. **Adjournment** 11:58 p.m.