

President's Council - Minutes

Friday, January 6, 2017, from 9:00 a.m. to 12:00 p.m.

Location: **TRF Room 461B/EGF Room 290**



Present: Dr. Dennis Bona, Carey Castle, Shannon Jesme, Kristi Lane, Mike Curfman, Jim Retka, Curtis Zoller, Chad Sperling, Jodi Stauss-Stassen, Brian Huschle, and Julie Fenning (recorder)
Absent: Shannon Jesme

1. President's Report – Dr. Bona

- a. **Current Projects** – Dr. Bona shared that he is currently working on two documents for Minnesota State system office. The first one is a list of four bullet points or paragraphs on what we are doing to address the long term sustainability plan for Northland. He is also working on a document to assist in the transition of the new chancellor. Each institution will provide this document outlining the pressing issues for each college, and what we believe are the greatest challenges for Minnesota State.
- b. **Chancellor Search Update** - Next week are the airport interviews. Finalists should be known by the end of the week.

2. Academics – Carey Castle and Deans

- a. **NISOD Awards Nominations** – Carey sent an email to all employees seeking nominations for a NISOD award. Please send all nomination forms to Carey. Three names will be chosen.
- b. **Campus Management Reporting:**
 - i. **East Grand Forks** – Brian Huschle shared that they have opened assessment dates for new students to test with the students retesting. All class cancelations have been made. Brian shared that he has pushed the CVOP start date back to allow for extra time to reach the minimum enrollment numbers for the program. They are advertising in the classified section of the newspaper, as well as digital billboards and possibly radio.
 - ii. **Thief River Falls** – Mike Curfman shared that he is continuing to be creative combining courses, by making ITV options to help run low enrolled courses. Mike, Shannon, Jodi, and Clinton spent time in St. Paul on the scoring team for capital bonding projects. He was impressed with the variety of projects costs and the wide range of projects
- c. **Minnesota State OER Grant** – Brian Huschle conducted a session during the faculty in-service to brainstorm with interested faculty about an upcoming OER grant proposal. The proposal will include training for two faculty members to be resources for all faculty, as well as a multi-day workshop for faculty in held in May. There will be funds designated for food and supplies for the workshop. There would also be funds budgeted for personnel time/release time for individuals. There was also discussion regarding budgeting for an academic administration fee. At this time there are not any courses identified. There is currently significant interest from faculty in using these resources. Carey, Mike, Curtis, and Mary agreed to review the proposal, along with Kristi and Shannon. **ACTION:** Curtis will email Brian a budget template that was used in a previous grant application.
- d. **In-Service Follow-up** – Jim Retka shared that there were several comments to reschedule or postpone due to the cold temperatures. There were also several comments about conducting the event remotely to save expenses. Jodi will be planning the fall in-service. Dr. Bona is hoping for faculty input in the planning, and requested that planning begin before the end of spring semester. Will need to do some planning before faculty leave for the summer. We could integrate with the planning of the FY19 academic calendar. **ACTION:** Kristi will request other college examples for calendars and in-service formats.
- e. **Retreat** – Julie will be making reservations for the upcoming retreat. It is scheduled for February 8, 12:00 p.m. – February 9, 12:00 p.m. Julie has reserved a meeting room and will make room reservations for those from TRF.
- f. **State Webex – Marketing** – Jim shared that the grass roots team has had meetings with marketing and key communicators and are starting social media campaign. Next Friday, January 13th, the TRF campus will be featured.

3. **Foundation** – Lars Dyrud provided a brief update on the Foundation. He has been sending out weekly updates on the activities of the foundation. He shared that January is a busy month with tax statements and the spring scholarships. They are currently working through an audit with a site visit on Monday. He shared that the Foundation received over \$19,000 from NW MN Foundation designated for creating strong youth programs. He is working with the COI on distributing these funds. His main focus right now is fundraising in the communities. He asked everyone to forward any names of potential donors and he will connect with them. He is working with Kristi to post the new administrative assistant position in the near future.

Currently there are 113 of the 144 beds filled in the student housing. Dr. Bona asked Lars to research the contract for possibly opening up to the general public.

4. **Marketing Update** – Chad Sperling shared that Matt Brenden has submitted his resignation. He is working on a short-term solution, as well as working with Kristi to determine a position description and classification for the replacement position.

Nicki and Chad hosted a session at the faculty in-service regarding marketing and enrollment. They received some good thoughts and ideas. Dr. Bona shared that we need to develop a structure for faculty and staff to share their ideas.

5. **Student Services** – Mary Fontes provided an enrollment report. Currently we are up 1% in FYE, with headcount down 30 students. Jim shared that FBM students have not been entered at this time. Student Services staff are in the process of denying registration due to academic suspension and working through appeals. There are currently 75 students on the RCFN. The Drug Free College biennial review was due in December. **ACTION:** This report has been completed and will be send to the President's Council.

6. **Human Resources** – Kristi Lane shared that the sabbatical process is being reviewed. MSCF will be providing an update on the backlog. The deadline is next Friday to accept/deny any submitted sabbaticals. Joyce Plott has resigned from the Academic Success Center, but will work temporarily until the position is filled. Kristi is working with Lars on posting the Foundation position. She is also working with Shannon on positions within the business office. Dawn Gallardo has been hired as the new counselor with a start date of January 9th. Jeffrey Krein has been hired for the aviation maintenance instructor position. Kate Schmalenberg's last day is January 12th.

7. **Finance and Facilities** - Shannon Jesme was absent.

8. **Policies & Procedures**

- a. **1000 Series** – Julie shared that the current 1000 series policies need to be reviewed. **ACTION:** After a brief discussion, it was recommended that Julie and Mary will meet to review the policy development process. Kristi will be invited when the policies involve Human Resources.

9. **Martin Luther King Day** – In the past, Northland has co-sponsored an event with the University of Minnesota – Crookston. **ACTION:** Carey Castle will look into this partnership and determine if NCTC will continue to sponsor.

10. **Adjournment 12:00 p.m.**