



**NORTHLAND**  
COMMUNITY & TECHNICAL COLLEGE

# President's Council

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

Location: **EGF Room 290**

## Minutes

**Present:** Dennis Bona, Carey Castle, Chad Sperling, Brian Huschle, Curtis Zoller, Mike Curfman, James Retka, Kristi Lane, Mary Fontes, Shannon Jesme, Lars Dyrud, and Julie Fenning (recorder).

1. **Student Services** – Mary Fontes gave a brief report on students affected by the recent Executive Order. We do not have international students from these countries. We do have resident aliens and refugees from these countries. We do not have any employees affected by this Executive Order. Currently we are not having any issues at this time. If we do, they will be dealt with on a case by case base. Reminder to students leaving the US, re-entry may be a problem. Dr. Bona shared that he has received positive feedback from students and faculty who were appreciative of his email to all employees and students. He encouraged everyone to support and show empathy and understanding for those adversely affected.
2. **Finance and Facilities** - Shannon Jesme
  - a. **Bookstore Update** – Shannon Jesme provided a brief update on the status of the new bookstore model. The MN Distance Bookstore has been dissolved. NCTC has partnered with other Minnesota State institutions for purchasing text books. Faculty will adopt all of their books with one person, an employee of Hennepin Technical College. This employee will track enrollment for on-campus courses, as well as distance courses. Text books purchased on line will be charged to the student account. They will ship on-campus course textbooks to each campus bookstore, and textbooks for distance courses directly to the students. This process will begin this summer. The campus bookstores will continue to sell individual course materials created by instructors, as well as any lab kits and special materials. The process for these items will need to be worked out on a case by case basis. This process will create a substantial cost savings for text books due to the volume that is purchased, and the reduction of expenses in shipping and returns. Shannon will be sending information out in the very near future.
  - b. **Basecamp** – Shannon expressed concerns with the use of Basecamp. After a brief discussion it was determined that the software was simply a document sharing portal. Original documents are saved on the NCTC's network and backed up as usual. Shannon shared that Minnesota State stated that we could only use this for the most public of data, as it is not a secure system. It is currently free for academic use. Chad will look into applying for a waiver.
  - c. **Smoking** – There is still unrest regarding smoking on college property. Dr. Bona shared that we are currently following State law. The only way a smoking ban would be considered, is if we lost a grievance by faculty for an unsafe workplace, or if there was a petition signed by over 75% of the students requesting a smoke free college.
  - d. **Advertising/Sponsorships White Paper** – Shannon shared a white paper regarding the importance of differentiating an advertisement sold vs. a sponsorship. It was recommended that sponsorships be used instead of advertisements. Contact Shannon with any questions.
3. **Human Resources** – Kristi Lane
  - a. **CHRO Meeting Update** – Kristi provided a brief update from her recent meeting. There has been a lot of transition in HR at the system office. Surveys will be coming out of the system office regarding professional development for staff. Kristi will send an email to employees regarding this email from the system office. Deadline to complete is March 1<sup>st</sup>.
  - b. **Bargaining season approaching** – Kristi requested a dean to volunteer to participate on the negotiation team. Contact Kristi if you would like to participate.
  - c. **MSFC Hiring Practices** – Dr. Bona approved three sabbaticals: one for a full year and two for one semester each.

- d. **Foundation OAS** – Position closes on Feb 6<sup>th</sup>.
  - e. **Tutor in TRF** - Search committee is in progress.
  - f. **Business Office/Bookstore** – Kristi is working with Shannon in finalizing a position in the business office, with George Bass' and Deedee Johnson's resignations. Tom Helbling has also resigned from the EGF bookstore position.
  - g. **Marketing Position** – Kristi is working with Chad on final description.
  - h. **Chancellor Search** – Dr. Bona shared that they have identified three finalists, and will be interviewing next week. The day before the interview, the names will become public. Presidents will have opportunity to interview the candidates. Dr. Bona will listen in on a telephone conference.
  - i. **Century President** - Three finalists will be interviewing the week after the chancellor interviews.
4. **Foundation** – Lars Dyrud provided a brief update on the alumni weekend basketball. The social had a good turnout. Scholarship ceremonies are coming up next week. Seventy students will be receiving scholarships. There are currently 122 students in the student housing. He shared that we lost some students mid-stream and they are currently facing \$20,000 in collections. Dr. Bona shared that the vacancies can help in marketing to out-of-state students in other programs. Lars shared that there will be a fundraising event coming up in April in Thief River Falls. Lars shared that he is looking forward to filling his previous position. It closes February 6<sup>th</sup>.
5. **Marketing Update** – Chad Sperling
- a. **Student Housing Advertising** – Chad asked the group about the request to add the student housing link to the home page. It was determined to only add it to multiple locations on other menus. Chad will make these changes. Resolved. Lars will work with Abdul on the Student Housing Facebook page.
  - b. **Virtual Tour** – Chad shared that he can add four new stops each year. It was agreed that we will add a stop at the student center and student housing, along with the aerospace remodel.
  - c. **Personnel** – Chad shared that he has completed the contract for the writer, and is working with Kristi on the replacement position.
6. **Academics** – Carey Castle and Deans
- a. **Strategic Planning** – Carey Castle request input on a “request for quote for a facilitator” for the strategic planning process. After a lengthy discussion, it was determined that Dr. Bona and Carey would refine the request for quote. This item will be moved to the February 16<sup>th</sup> agenda. Jim will provide Carey will the COI contract from the sessions with Deanna Murphy.
  - b. **Campus Management Reporting:**
    - i. **East Grand Forks** – Brian Huschle – Nothing to report.
    - ii. **Thief River Falls** – Mike Curfman
      - 1. **Foundation Housing Mail** – Student packages that do not fit in their designated mailbox within the student housing are being delivered to the college mailroom. There has been missing, inappropriate, and suspicious packages. Where should these packages be delivered? After discussion, it was determined that the Foundation would dedicate a suite for this purpose. It would be locked, with a key given to the post office. Abdul would deliver mail per a set schedule. Resolved.
  - c. **ADMS** – Brian Huschle shared that there will be a retirement in the ADMS program. He is working with the instructor to make edits to the current program. This program will be discussed during budget discussions next week.
  - d. **18-19 Academic Calendar** – Jodi Stauss-Stassen - Moved to the next meeting.
  - e. **Grant Application Process** – Jim Retka - Moved to the next meeting.
  - f. **Program Suspension Reviews** – Mike Curfman/Jodi Stauss-Stassen – President's Council agreed to continue program suspensions.
    - i. Health and Fitness Specialist
    - ii. Digital Media Production AAS
    - iii. Digital Media Production Certificate
    - iv. Digital Media Production Diploma
    - v. Massage Therapy Program
7. **Policies & Procedures**
- a. 8015p – Shannon Jesme (attachment) – Shannon revised the procedure per Minnesota State changes. Approved.
8. **Adjourned.**