



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

President's Council - Minutes

Thursday, March 2, from 9:00 a.m. to 12:00 p.m.

Location: **EGF Room 290**

Present: Dr. Bona, Mary Fontes, Chad Sperling, Carey Castle, Curtis Zoller, Jodi Stauss-Stassen, Brian Huschle, and Julie Fenning.

Absent: Mike Curfman, Kristi Lane

1. President's Report – Dr. Bona

- a. **Summer Hours** – There was a brief discussion regarding summer hours. It was determined that the college will close at 3:00 p.m. on Fridays.
- b. **Committee Discussion Continued** – The college master committee chart was reviewed and finalized. **ACTION:** Julie will update the chart and send to everyone for final review.
 - i. Retention Committee – It was agreed that the retention committee would be dissolved.
 - ii. Institutional Outcomes Committee – This new committee will be formed. It will focus on institutional outcomes and metrics important to NCTC. This committee will be chaired by Carey Castle.

2. Strategic plan, Vision, Mission, Values – Carey Castle shared that he is working to hire a consultant to assist in the process for the college. The goal is to have a plan with initiatives that can be strategically focused on each year.

3. Student Services – Mary Fontes

- a. **Institutional Research Update** – Mary presented on the new institutional research web pages. She showed where general public reports could be accessed, as well as where internal reports would be saved. She walked through the report request process and the process when reports are created and saved. Mary plans to launch the site in the near future. An email will be sent to all employees.

4. Finance and Facilities - Shannon Jesme

- a. **RFP Updates** – Shannon provided a brief update on the current RFP's for food service and the exclusive beverage contract.
 - i. Beverage - It was agreed that the college would not pursue an exclusive beverage contract for the college and will leave the beverage choices up to the food service vendor. Only athletics will pursue a contract for concessions only.
 - ii. Food Service – This RFP has been drafted and will be finalized at the next meeting.
ACTION: Julie will schedule this meeting in the next two weeks.
- b. **Budget** – Shannon provided a handout and reviewed the current FY17 budget and the projected FY18 budget. She shared details about the assumptions and projections, as well as details about projects that are being self-funded out of the budget reserve. She has met with the Student Senates regarding her intent to raise the technology fee from \$9.50 to \$10.00 to cover the increase costs of licenses for Microsoft products, virus protection, etc. Shannon is also working to find a solution to the \$1 million dollar cost for the parking lot repairs on the EGF campus.

5. Human Resources – Dr. Bona provided a brief update on the following positions:

- a. Marketing – position description is being finalized
- b. Foundation Assistant – in search process
- c. CLA Tutor – interviews complete, offer is pending

- d. EGF Bookstore Clerk – position has been posted
- e. ADMS Faculty – position has been posted
- f. Safety Officer – position description has been finalized, will be posted soon
- g. Bookstore Coordinator – Kari Conner is doing a work out of class
- h. Layoff Notices – employees will be notified next week

6. Academics – Carey Castle and Deans

- a. **College Assessments** – Carey asked how the college conducts assessments for operations other than academic programs. Carey would like to implement an assessment plan for the college. Mary shared that she has a grid that was used in the past that could be expanded. **ACTION:** Mary will share with the group.
- b. **Campus Management Reporting:**
 - i. **East Grand Forks** – Brian Huschle gave updates on the carpentry lab and the new Manufacturing Process Technology program that will be starting fall 2017 on the EGF campus. The carpentry instructor will not need a campus-based lab. They will be buying a second program trailer. They will use a section of the HVAC, Plumbing, and CONE lab if they need a space on campus. The former carpentry lab will be used for the new manufacturing program and for temporary facilities storage. In the future, this space will be looked at for long term academic purposes.
- c. **18-19 Academic Calendar** – Jodi Stauss-Stassen reported that she has been meeting with faculty leadership to establish the 18-19 academic calendar. Dr. Bona shared that it was determined at the March SGC meeting that more discussion was needed. **ACTION:** This item will be on the next President's Council agenda.

7. Policies & Procedures - None

8. Adjournment: 12:00 p.m.