



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

President's Council - Minutes

Wednesday, March 15, 2017 from 9:00 a.m. to 11:00 a.m.

Location: **TRF Room 662 (Video 301)**

Present: Dennis Bona, Brian Huschle, Mike Curfman, Curtis Zoller, Lars Dyrud, Carey Castle, Jodi Stauss-Stassen, Kristi Lane, James Retka, Chad Sperling, and Julie Fenning (recorder).

Absent: Shannon Jesme

1. President's Report – Dr. Bona

- a. **EGF Fitness Center & OT Lab Project** – Dr. Bona shared a drawing of the plans for the new OT lab and fitness center on the EGF campus. He shared the breakdown of costs and timeline. The student senate will be using the funds they have saved for new equipment, cubbies, basketball floor and retractable hoop, the divider curtain, and part of the mechanicals to air condition the room. The total project will be approximately \$650,000, with \$200,000 coming from student funds and \$450,000 coming out of the budget reserve. This project will move the current OTA lab and allow the remaining allied health programs to expand. Students were pleased with the fitness center drawing that was presented earlier in the week. Construction will begin in May after graduation, and be completed by the start of fall semester. Nic Thompson is working with staff in the TRF fitness center on any equipment that they might want to claim before offering it to other Minnesota State institutions or selling the equipment.
- b. **Leadership Council Report**
 - i. **Proposed Workforce Solutions Model** – Dr. Bona and Jim Retka gave a report on the progress of the state-wide customized training model. The model tries to preserve autonomy, but also utilizes a system-wide approach to maximize resources.
 - ii. **Collaboration Incentive** - There was a previous agreement that 1% of the total appropriation would come off the top to be used to incentivize collaboration between institutions. This model has been approved by the Minnesota State Board of Trustees. Overall Northland's appropriation was reduced by \$150,000. Dr. Bona shared that we are currently collaborating on several projects and we will apply for these funds for these current projects.
 - iii. **Budget** – Dr. Bona shared that the governor has revised his budget after finding \$250,000 million in additional revenue. Dr. Bona also talked about a bill being introduced that would allow students to have a choice whether or not to pay an activity fee. In addition, it would require students to be able to vote on all fees. If passed, this would be a hardship for Northland.
 - iv. **Master Committee Chart** – The master committee chart was reviewed and changes were made. **ACTION:** Julie will update and send out to the group for a final review.

2. Marketing and Communications – Chad Sperling provided an update on the marketing collaboration project with Minnesota State. It is a continuation of a pilot program. All marketing will be co-branded with Minnesota State and Northland. The campaign will begin March 20 through April 28. Each college has agreed to contribute to support the campaign. The cost for NCTC is \$2000. The marketing will include radio, television, billboards, and digital advertising.

3. Student Services

- a. **Enrollment** - Mary Fontes gave an update on enrollment: FYE is up two at 2222, and headcount is down 45 at 4794. Jim Retka shared that there will be a few more FBM students for spring.
- b. **Behaviors of Concern** – Mary shared that there has been some recent behavior that is being reviewed and worked through with a student exhibiting behaviors of concerns. Mary reminded everyone to utilize the BIT ticket system to report anything. **ACTION:** Dr. Bona requested that the BIT ticket process be added to the fall faculty in-service and the March support staff in-service.

- c. **Vehicle Accident Reporting** – Mary shared that there have been some recent accidents with student life vehicles and with an employee in their personal vehicle while in work status. Currently, supervising employees are not following the process and completing the required paper. Mary shared that Shannon has a meeting scheduled in the near future to document the process and will share with employees. Kristi asked to attend this meeting to cover employee procedures. **ACTION:** Julie will check schedules and add Kristi Lane to the meeting

4. Human Resources

- a. Kristi Lane provided various position updates.
 - i. Two MMA positions were eliminated, and the employees have been notified.
 - ii. One AFSCME position has been eliminated, and the employee has been notified. There will be no further layoffs in AFSCME.
 - iii. ADMS Program Director/Faculty – This position has been claimed by a faculty member from the layoff list.
 - iv. Foundation OAS – Interviews are being held this week.
 - v. CLA 2 Math and Science Tutor on the TRF campus had a failed search. They will be hiring a temporary employee and reposting in the fall.
 - vi. Marketing Position – The position description is currently at the system office for classification.
 - vii. Bookstore Position - Currently being advertised and has closed.
 - viii. Accounting Officer 1 – This position will be posted in the near future.
 - ix. Safety and Health Officer – The position description is currently at the system office for classification.
 - x. Intermittent – GMW - This position has been posted and has closed.
 - xi. Intermittent CLA1 Accounting and Computer Tutor for EGF – This position has closed and the search committee is in progress.
- b. **Testing Center Discussion** – It was determined that a discussion was needed regarding the testing centers. **ACTION:** Julie will schedule a meeting with Dr. Bona, Kristi Lane, Curtis Zoller, Carey Castle, Shannon Jesme, Mike Curfman, and Jodi Stauss-Stassen.
- c. **Staff In-Service** – Kristi gave an update on the support staff in-services scheduled. March 30th will be on the EGF campus from 12:00 p.m. – 3:30 p.m. March 31st will be on the TRF campus 9:30 a.m. – 1:00 p.m. Contact Kristi with any agenda items.
- d. **MSCF Grievance** – Kristi reported that MSCF did win the grievance regarding summer credit payments. **ACTION:** If anyone has faculty exceeding the 40% limit, please contact Kristi as soon as possible.
- e. **New MOU** – Kristi shared details of a new MOU that states that doctors of chiropractic care do not possess the minimum qualifications for a full-time, unlimited, biology instructor position.
- f. **Retirements** – Kristi shared that there has been three faculty retirement announcements, a faculty resignation, and one staff resignation. Work is being done to determine if the budget will be able to see these savings or if the positions will need to be replaced.

5. Academics – Carey Castle and Deans

- a. **Strategic Planning Update** – Carey Castle has sent out a request for quotes which are due by March 27th. The quote requests a facilitator to assist Northland in creating a new vision, mission, and new goals.
- b. **HLC Update** – Carey sent an email to the employees with responsibilities for completing sections of the report, along with the deadline. He also shared that the Equity and Inclusion Monitoring report was submitted. Thanks to all who assisted with the report.
- c. **College Assessment** – Carey Castle reviewed an example of an assessment tool that could be modified to assist in assessing various services throughout the college. We are currently not doing any assessments outside of the academic program assessments. **ACTION:** Carey will convene a small group to look at this project later in the semester. More to come.
- d. **Grant Update** – Jim Retka provided a handout with the list of all college grants. **ACTION:** Jim will schedule a meeting with a smaller group to update the status of each grant. Curtis requested

a correction in a grant amount of \$98,000 to \$53,000. The Achieving the Dream OER grant and the Minnesota State OER grant needs to be added to the chart as well.

- e. **Potential Projects**– Curtis Zoller provided a brief update on various projects.
 - i. **City of Warren** – Looking at a project with the city of Warren, and possibly 4 other cities, to utilize UAV's to examine heat escape from houses. This could become a Department of Energy grant.
 - ii. **Grand Sky Initiative** - Curtis is in discussions regarding establishing a corridor to allow UAV flights from Grand Forks to Thief River Falls. DigiKey would be the reason to try and establish this corridor. **ACTION:** Curtis has asked for a meeting to be scheduled with Rick Trontvet and Dave Dougherty from Digi-Key in the near future. Other participants would include Dr. Bona, Carey Castle, and Jim Retka.

6. Policies & Procedures - None

7. Adjournment: 11:12 a.m.