



**NORTHLAND**  
COMMUNITY & TECHNICAL COLLEGE

# President's Council - Minutes

Thursday, March 30, 2017 from 9:00 a.m. to 12:00 p.m.

Location: **EGF Room 290 (TRF 662 for first hour only)**

**Present:** Dr. Bona, Carey Castle, Chad Sperling, Brian Huschle, Jodi Stauss-Stassen, Kristi Lane, Mary Fontes, Lars Dyrud, Mike Curfman, Shannon Jesme, and Julie Fenning.

**Absent:** Jim Retka, Curtis Zoller

1. **Work Study Rates** – Gerald Schulte reported that we currently need to spend down \$110,000 of work study funds in three months. In order to make this possible, he is proposing a wage increase to \$11.00 per hour beginning next Wednesday. The current rate is \$10.00 per hour. Next year, the rate for second year students will remain the \$11 per hour, and new students will start at \$10.00. **Approved.** In addition, Dr. Bona asked that we look to increase the number of work study positions available, as there are students who are eligible for work study, yet we do not have open positions. **ACTION:** Jason Pangiarella will need to forward something in writing to the student senate for a consultation of this increase.
2. **President's Report** – Dr. Bona discussed several items that are included in the contract with EAB.
  - a. **EAB Conference** – Dr. Bona attended the conference last year, and shared that it was an excellent conference. This year he is looking for two additional administrators\* to attend the Chicago conference. The conference fee is included with membership. If anyone is interested in attending, please contact Dr. Bona. \*Update – only two registrations are included for each conference.
  - b. **On-Site Visit** – An on-site workshop is also included in the membership. We will have to look ideas for topics.
  - c. **Daily Emails** – Dr. Bona requested that we review these emails and disseminate to staff and faculty who might be interested and willing to research.
3. **Marketing and Communications** – Chad Sperling
  - a. **Contract for Night at the Races (Summer 2017)** – Chad asked for input regarding renewing the contract for sponsoring a night at the races. NCTC has sponsored a night for the past five years. After discussion it was determined that interest from NCTC faculty has diminished and Chad felt the funds would be better used on a difference marketing opportunity. **ACTION:** Mike Curfman will connect with automotive faculty to see if there is any interest. If there are no major objections, we will not renew contract for 2017.
4. **Academics** – Carey Castle and Deans
  - a. **Strategic Planning** – Carey Castle shared the three proposals that were received for the strategic planning project. After lengthy discussion, it was determined that Praxis would be offered the contract.
  - b. **Campus Management Reporting:**
    - i. **East Grand Forks** – Brian Huschle provided an update on the August in-service planning. The keynote speaker has been secured for fall. Brian gave an update on the new manufacturing program. He is going to be working with Chad on marketing strategies for the program. Right now he has verbal commitments from several manufacturers to send employees through the program. He is currently working with companies on equipment donations as well. He is also working to outfit the construction program with two program trailers. One for construction equipment and one to be used as an office/classroom space. Brian also shared that planning for the OTA lab and fitness center projects is underway.

- ii. **Thief River Falls** – Mike Curfman attended the athletic conference meeting. He sought input on starting trap shooting at NCTC. It is currently the fastest growing sport in the country. Mike will explore this option and maybe look at starting a program next fall.
- c. **Respiratory Protection Program** – Jodi shared that this program is no longer suspended and a contract is being signed with Altru to help support this program financially. The faculty members are currently working on curriculum changes for the program to be reviewed by AASC.

## 5. Human Resources

### a. Positions Updates:

- i. Marketing, custom training rep, and CLA tutor positions have been posted.
  - ii. Administrative Assistant Program instructor position has been claimed a faculty member on the layoff list.
  - iii. Automotive temporary instructor position has been extended.
  - iv. Foundation assistant has been hired with a start date of April 17<sup>th</sup>.
  - v. Bookstore position is in progress.
  - vi. Safety position is being classified.
- b. **Summer Hours** – There have been blanket requests for vacation for every Friday throughout the summer. It was determined that staff cannot submit blanket vacation requests. It was also clarified that Friday business and building hours are until 3:00 p.m. in the summer. Employees are to work until 3:00 p.m. or take vacation.
- c. **HUB Manager** – Kristi shared that the HUB manager will be coming next week and she plans to invite academics to the meetings on the new transactions model.
- d. **HR Conference** – HR staff will be attending the HR conference next week. Tiffanie Bieganek will be covering for both campuses.

## 6. Finance and Facilities

- a. **Budget Update** - Shannon Jesme provided a budget report with multiple scenarios depending on the results of the legislature negotiations.
- b. **System Office Chargebacks** – Shannon has requested a list from the system office regarding the multiple chargebacks that come to the colleges. The system office currently does not have a comprehensive list.
- c. **Leveraged Equipment** – Shannon is working with the deans to spend down the existing money. If we get this money spent, we have the opportunity to apply for the excess funds (\$58,000) at the system office.

- 7. **Student Services** – Mary Fontes reported that FYE was up by one, 2223 and headcount down 50 students. Nic Thompson has been assigned as the advisor for the new manufacturing program. Andrew Dahlen will be giving an information session to all advisors on April 11<sup>th</sup>. The team is looking how to run the AOR days run more smoothly and efficiently. They want to make the environment more welcoming. Will be looking at have “greeters” during the first week of school helping students.

## 8. Policies & Procedures

- a. **5025 Security Cameras** – Shannon Jesme provided the draft policy for review. This policy was created from a template provided by the system office. The policy covers the use of security cameras, who can have access, and when are they provided to law enforcement. Approved.

- 9. **Service Learning** – Dr. Bona provided an update on the progress of the service learning project.

## 10. Adjournment: 11:00 a.m.