



**NORTHLAND**  
COMMUNITY & TECHNICAL COLLEGE

# President's Council Minutes

Thursday, April 20, 2017 from 9:00 a.m. to 12:00 p.m.  
TRF Room 662/EGF 290 Full Meeting Video Conference

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

## 1. President's Report – Dr. Bona

- a. **Leadership Council Update** – Dr. Bona provided a brief update on the recent leadership council.
  - i. **Workforce Solutions** – The new model is set up in sectors. Staff would be selling what the sector had to offer. There would be efficiencies in this new model as well as the ability to leverage resources. The idea is to grow workforce solutions to be a profit center.
  - ii. **Customer Relationship Management (CRM) System.** The system office is purchasing a system-wide product. Dr. Bona will advocate that NCTC participate in the initial pilot. The vendor will be announced in two weeks.
  - iii. **Legislative Update** – Dr. Bona gave a brief update. Not a lot of new information at this time. We should know the estimated bookend numbers by the end of the week.
  - iv. **Leadership Transition** – Devinder Malhotra will be on campus Monday, April 24 for a campus visit. Lunch will be provided.

## 2. Foundation – Lars Dyrud

- a. **Capital Campaign** – Lars shared that the Foundation board decided to go forward with a capital campaign. This campaign would focus on developing scholarships, with the end goal being \$3,000,000 of endowed funds by 2020. Chad Sperling is working to develop materials to help market the campaign when working with individuals and businesses. In addition to this goal, the Foundation is also working on the \$100,000 match for the Engelstad gift. The deadline to raise \$100,000 is April 1, 2018.
- b. **Northland Experience** – Thanks to those who came and helped out at the event. Very successful event, with 130-140 in attendance. Lars shared that they did receive some generous donations, more than any event in the past.

## 3. Student Services – Mary Fontes

- a. **Student Ambassador Stipend Proposal** – Student services would like to award a stipend to students who exhibit outstanding performance as an ambassador. If approved, they would develop a process for nomination and award. Approved.
- b. **Enrollment Update** – Currently at 2224 FYE, up 4 FYE from last year. Down 46 in headcount. Jim Retka shared that there are still about 70 unregistered FBM credits on hold, waiting for tuition payments.

## 4. Marketing and Communications – Chad Sperling

- a. **New College Videos/TV Commercials** – Chad shared that next Monday and Tuesday he will start production on new college videos. These videos will be “storytelling” videos, two to three minutes in length. They will replace the videos currently in place, including the video being played at the movie theater. The four programs highlighted include criminal justice, aviation maintenance, respiratory technology, and welding. The fifth video will be a general college video. These videos are being funded by a Perkins grant.
- b. **Marketing Position** – The posting closed on Tuesday.

## 5. Human Resources – Kristi Lane

### a. Position Updates

- i. **Marketing Position** – This position has closed. The search committee is in progress.
  - ii. **COI MSHA Position** – This position has closed. The search committee is in progress.
  - iii. **Foundation Administrative Assistant** – Kelly Jordette started yesterday.
  - iv. **Safety Officer Position** – Was sent to Minnesota State for an audit and classification.
  - v. **Bookstore Position** – Currently conducting reference checks.
  - vi. **Automotive Instructor Position** – Faculty agreed to extension for another year.
  - vii. **FBM Instructor** – Requested reduced workload – working through process with HR.
  - viii. **Resignation in Student Services** – Enrollment specialist, full-time unlimited. Mary requested the position be filled immediately by a full-time, temporary employee. Approved.
- b. **Fundraiser for Employee** – There will be a spaghetti feed, fundraiser on May 4<sup>th</sup>, 4:00 p.m. – 7:00 p.m. at the Eagles for Lynn McGlynn. A Go Fund Me page has been established.
- c. **AFSCME Representatives on Campus** – Concerns have been expressed to HR regarding an AFSCME representative on campus aggressively pressuring employees to switch from fair share to full membership. Kristi shared that she did mention this to the State AFSCME representative, but that this practice is allowed on campus.
- d. **July 3<sup>rd</sup>** – Several employees are requesting vacation on Monday, July 3<sup>rd</sup>. It was determined that the college would be closed for business, but employees can report to work. Employees taking the day off would submit vacation leave. **ACTION:** Chad will post that NCTC is closed July 3 and 4.
- e. **Transaction Service Model** – Kristi shared that faculty transactions will be processed in the hub beginning this fall. There have been several problems implementing this new process, and staff are just being hired at the hub at this time. The timeline may shift as the project progresses. The cost for this service will be \$36,000 annually.

## 6. Finance and Facilities - Shannon Jesme

- a. **Leverage equipment** – Shannon gave an update on current spending of the initial money and the plans to try secure any funds that other Minnesota State colleges couldn't spend.
- b. **Room 701** – Shannon shared that there have been several complaints about room 701, including noise, smell, student conduct, and swearing. Facilities will be installing noise reducing panels over the summer to help with this issue.
- c. **Due Dates** – Shannon is working to meet deadlines for tuition and fees, allocation, and the operating budget to submit to the system office. The technology fee has increased by \$.50.

## 7. Academics – Carey Castle and Deans

- a. **Pennington County Resource Group** – Carey attended a meeting that where an on-line resource for human services in the area has been established. He is reviewing the proposal and will see where NCTC can participate.
- b. **Service Learning Prep for AASC** – Carey Castle is working with the team to prepare for the service learning presentation to AASC. Dr. Bona has a meeting with Campus Compact to see if there are any opportunities for grants to help colleges get service learning established.
- c. **18-19 Academic Calendar** – Jodi Stauss-Stassen gave an update on the discussions of the SGC academic calendar for 18-19. Faculty will create a proposal for the next meeting.
- d. **Strategic Planning Update** – Faculty have expressed concerns regarding the cost of the project, as well as the limited amount of time they are asked to provide input. Carey shared that he is planning to schedule sessions during times that work for faculty. Carey stated that this project is an update to the current plan and will involve less input and discussions than if we were creating a new plan from scratch.
- e. **Campus Management Reporting:**
  - i. **East Grand Forks** – Brian Huschle shared that the faculty working with him on the fall in-service agenda have identified Terrell Strayhorn to speak at the fall in-service. The

cost for Strayhorn is \$5000 plus expenses for August speaker. Brian will try negotiate \$5000 including expenses. Approved.

- ii. **Thief River Falls** – Mike Curfman reminded the group about the Cinderella production. He encouraged everyone to attend.

## **8. Policies & Procedures**

- a. **2090 Drop, Add, Withdrawal, Refund** – Mary presented a minor change to the policy. Approved.  
**ACTION:** Julie will forward to SGC for review.

## **9. Adjournment: 12:00 p.m.**