

President's Council Minutes

Thursday, May 4, 2017 from 1:00 p.m. to 4:00 p.m.

Location: **EGF Room 290 (TRF 662 - 1st Hour)**



Present: Dennis Bona, Shannon Jesme, Carey Castle, Kristi Lane, Lars Dyrud, Brian Huschle, Jodi Stauss-Stassen, Mike Curfman, and Julie Fenning (recorder)

Absent: Curtis Zoller, Chad Sperling, Jim Retka

1. President's Report

- a. **Leadership Council Update** - Dr. Bona gave an update on the one-day Leadership Council.
 - i. **Student leadership must be consulted for tuition increases.** Jason Pangiarella will communicate with student leaders regarding reading email over the summer. If tuition is frozen, no consultation would be needed.
 - ii. **One Percent for Collaborations Funds** – This includes program startups and system collaborations. The money is for new initiatives only and does not apply to existing projects. The money is for one time spends and cannot be used for operation expenses.
 - iii. **Transaction Model** – The new hub transaction model will be in place by fall for all faculty transactions. Once that is implemented, they will move to staff. Total cost to NCTC will be between \$30,000 - \$35,000. It has been determined to not be a cost savings to the colleges, but that it will create efficiencies and consistencies across the system. The team working on this model will be looking at accounts receivables and payables in the near future. Chargebacks top campuses begin in FY19. It will increase as more services are added.
 - iv. **Meet and Confer** – Dr. Bona shared that there is a potential for a law suit. MAPE members are concerned with the number of unclassified positions. At this time there is not any official information on this.

2. Human Resources – Kristi Lane

- a. **In-State Travel Form** – Employees are asking for clarification on needing to submit travel request forms to attend graduation. At this time, they do need to submit this form to their supervisor. **ACTION:** Need to schedule a meeting to discuss possibly removing this requirement for specific circumstances.
- b. **Position Updates**
 - i. **Admissions Position** – Shelly's last day is Friday. Cindy Kytonen has been hired in the temporary position. We are waiting on the final budget results that will be known on May 22nd regarding permanently refilling the position.
 - ii. **Bookstore Clerk** – Mara Nelson starts Monday, May 8th in the bookstore in the EGF campus.
 - iii. **COI MSHA Trainer** – Currently in the process of conducting reference checks.
 - iv. **Safety Officer** – Search committee is meeting next week.
 - v. **Marketing Position** – Interviews are scheduled next week.
 - vi. **Accounting Instructor** – The application deadline has been extended.
 - vii. **Student Housing Evenings and Weekends** – Currently Abdul Chamma is managing the student housing 24 hours a day and seven days a week. There is a need to have someone responsible for evening and weekends. **ACTION:** There will be a meeting scheduled after commencement to start exploring ideas.

3. Finance and Facilities - Shannon Jesme

- a. **Fitness Center Update** – There is a meeting scheduled next week to discuss flooring options. Bob is getting multiple quotes on different options. The project is on schedule to be completed by August.
- b. **Facilities Master Plan** – Shannon is working with the contractor to finalize and submit to the system office.
- c. **Fleet Vehicles** - Vehicles that were totaled in various incidents are being replaced using auction proceeds and insurance money. The student life car will be replaced with a Dodge Caravan.
- d. **Book Charging** – Currently we are not able to charge on student accounts in the bookstore. MBS is working through the problem.
- e. **Leveraged Equipment** – Shannon explained that we did not spend the first round of leveraged equipment money in time to be eligible for the extra funds.
- f. **Rummage Sale** – The EGF rummage sale will be June 22, from 8:00 a.m. – 1:00 p.m. There will not be a rummage sale on the TRF campus this year.

4. Academics – Carey Castle and Deans

- a. **18-19 Academic Calendar** – Dr. Bona provided an update on the status of the negotiations with faculty for the academic calendar. Faculty are not all in agreement with the current proposals. A meeting has been scheduled for more discussions.
- b. **Strategic Planning Update** – Carey Castle shared that a survey will be sent to all employees and students seeking input regarding the strategic planning process. Deadline to respond is May 15th.
- c. **Academic Coordinator Position Update** – The system office has expressed interest in funding part of this position. Carey will be meeting in the near future to work out the details.
- d. **Campus Management Reporting:**
 - i. **East Grand Forks** – Brian Huschle provided an update on the planning for the fall in-service. The speakers have been confirmed. The speaker will be speaking to all employees in the morning. Brian shared that he recently held an open house for the new manufacturing program. The event stirred interest from local radio and television stations, and prompted several interviews. Great promotion for the program and the college.
 - ii. **Thief River Falls** – Mike Curfman gave an update on testing center staffing. Mary Cox has announced her retirement after May 12. There will be limited days open for testing on the TRF campus. **ACTION:** Karl will schedule a meeting with all supervisors responsible for testing center scheduling. Linnea, Karl, Lisa, Jodi. Jason Pangiarella is taking responsibility for The Bus arrangements. He is also looking at securing a couple of destinations for The Bus in the TRF community. He is looking into prices at this time.

5. Student Services – Mary Fontes

- a. **Enrollment** 2226 up 6 FYE, down headcount 4812 from last year. Still waiting on credits from FBM.

6. Policies & Procedures

- a. **Fixed Assets** – Shannon shared that the policy was reviewed at the May SGC meeting. “IPads” was changed to “tablets” and “musical instruments” was removed. Approved.

7. Adjournment: 12:00 p.m.