



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

President's Council Minutes

Wednesday, May 17, 2017 from 9:00 a.m. to 12:00 p.m.
TRF Room 662

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

Absent: Curtis Zoller, Chad Sperling

1. Finance and Facilities - Shannon Jesme

- a. **Spoofing** – Shannon reported that there have been suspicious telephone calls going out using an NCTC number. The system office is aware of the issue, and a complaint has been filed with the FCC.
- b. **Distance Minnesota Book Sales** – The new process for purchasing books went well for the faculty and the students. It is currently not working on the accounting side. IT is working with MBS and the system office IT to resolve. It could end up a manual process for summer term.
- c. **Food Service and Beverage RFP** – Shannon gave an update on the food service and beverage vendor search process. Both vendors for dining services have been interviewed, with a final decision being made this afternoon. The beverage proposal deadline was May 12th. The group will interview the vendors and hope to have a decision by the end of May. This request is for the beverage vendor for concessions on the TRF campus only.

2. Human Resources – Kristi Lane provided updates on the following positions:

- a. **Marketing Position** – A candidate has been selected and we are ready to make an offer.
- b. **FBM Instructors** – Working on part-time temporary position, and reduced work load.
- c. **COI MSHA Position** – An offer has been made.
- d. **Safety Officer Position** – Search committee is in progress.
- e. **Academic Coordinator** – Currently at the system office for review to determine classification.
- f. **ITS 3 position** - Joint assignment with BSU for web programmer.
- g. **Accounting Instructor** – Interviewing for this position this week.
- h. **Temporary OAS Position (Aerospace)** – This position will be ending on June 30th. **ACTION:** Carey will schedule a meeting with Curtis, Dr. Bona, Shannon, and Kristi to discuss the workload at the aerospace site.

3. President's Report – Dr. Bona commented that the commencement ceremonies on both campuses went very well. He thanked everyone for their part in the event.

4. Foundation – Lars Dyrud

- a. **Housing Update**
 - i. Abdul Chamma is out until June 5. Lars will serve as the contact in his absence.
 - ii. The Foundation has accepted a non-student for a summer lease.
 - iii. Currently have 80 leases for fall.
- b. **Fall scholarships** – The scholarship selection in progress. They are planning to notify students this week.

5. Student Services – Mary Fontes

- a. **Enrollment**
 - i. 2017 FYE up to 2227, headcount down by 43
 - ii. Summer up FYE up one at 109. Fall registrations 498 down from last year at 501
 - iii. The registrar's office working through academic suspension at this time.

6. Academics – Carey Castle and Deans

- a. **Perkins Grant** – Carey shared that NCTC has partnered with Pine to Prairie to submit a \$20,000 Perkins grant application. This grant will be added to the grant worksheet.
- b. **Testing Center Summer scheduling** – Mike shared that multiple people will be asked to cover proctoring over the summer. There are future meetings scheduled to work through a more long term solution.
- c. **FY18-19 Academic Calendar** – Dr. Bona shared that faculty have provided a new proposed calendar. A meeting has been scheduled to review and come to a final agreement. If no agreement is made, the calendar will revert to the FY17-18 academic calendar.
- d. **Fall In-Service** – Brian shared that he has rescheduled the speaker for the morning session for faculty and staff.
- e. **Summer Courses** – Mike shared that several summer, on-campus classes have low enrollment. Brian and Mike will meet to review the courses and make decisions regarding cancelations.
- f. **Grant Submission** – Jim shared that he has submitted an LCCR grant. Funds for this grant are from Minnesota lottery proceeds. Grant projects need to focus on the environment. NCTC's project is in partnership with area watershed districts and the use of UAV's for surveillance. If awarded, work would begin in July 2018.

7. Policies & Procedures - None.

8. Adjournment: 10:40 a.m.