



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

President's Council Minutes

Wednesday, June 14, 2017 from 9:00 a.m. to 12:00 p.m.

Location: Video Conference TRF Room 662/EGF Room 290

Present: Dr. Dennis Bona, Shannon Jesme, Carey Castle, Lars Dyrud, Chad Sperling, Jim Retka, Jodi Stauss-Stassen, Brian Huschle, Curtis Zoller, Mary Fontes, and Julie Fenning.

Absent: Mike Curfman, Kristi Lane

1. President's Report

- a. **Yanez Case** – Dr. Bona shared an email from Minnesota State regarding the upcoming verdict in the Yanez case, and talking points for potential employee and student reactions.
- b. **Leadership Council Update**
 - i. Devinder Malhotra begins his role as chancellor on August 1st.
 - ii. We received approval to add differential tuition for several trades programs for FY19.
 - iii. Comprehensive Workplace Solutions, (CWS) Enterprise Model – Final model was accepted by the chancellor; he will bring to the Board of Trustees this week. The new model will divide the State into enterprise sales zones. NCTC is teamed up with Central Lakes, MSCTC, and Moorhead University. There are still discussions regarding adding additional colleges to NCTC's zone. Each zone will determine its own operating procedures. The system office has recommended a freeze on hiring to give colleges time to review the State talent pool.
- c. **Service Learning Grant** – Dr. Bona reported that AASC has approved the graduation requirement and he is working to implement the program this fall. The Northwest MN Foundation has given preliminary approval for a \$5000 grant to allow for hiring a temporary position. This person will make contacts with the service providers and register them for the program. Forms and the website will need to be developed. **ACTION:** Shannon will develop a budget for the faculty evaluators and other expenses. Dr. Bona asked for suggestions for someone who might be interested in this work. Mark Brickson was recommended. Dr. Bona would be looking for someone in each community.

2. Marketing – Chad Sperling

- a. **New College Videos/TV Commercials** – Chad gave an update on the new videos and commercials being produced. They are scheduled to be completed and published by July 1st. The plan is to have these showcased in movie theaters, live sporting events, on YouTube, and on social media.
- b. **Welcome Cassie Vandell!** Cassie is the new digital communications coordinator.

3. Student Services – Mary Fontes

- a. **Enrollment Report**
 - i. FY17 – FYE is 2227, up 7 from last year, headcount 4814, down 43
 - ii. Summer – Even at 106, headcount down to 666, with 685 last year
 - iii. Fall – 626, up 26 FYE, headcount up to 1930, with 1929 last year
- b. **College Knowledge Month** – Free Application week is October 23rd - 27th (Monday – Friday) – President's Council approved to waive application fees for this week.
- c. **Ask Northland Videophone System** – Large camera and video phones were purchased and office space was dedicated for students to connect with staff on the opposite campus. Some of these spaces and equipment have been repurposed. It was agreed that these spaces need to be re-established at each location – TRF, EGF, and Aerospace. **ACTION:** Mary will convene a group to determine space and equipment needs. The group will include the facilities directors,

counselors, Linnea, Stacey, and Mary. Once these spaces are available, they will be promoted to students and employees.

4. Finance and Facilities - Shannon Jesme

- a. **FY18 Budget Requests** – Shannon will send updates to the group this week on how the budget requests were integrated into the budget. Purchasing for FY18 is open for a variety of cost centers. **ACTION:** Shannon will communicate with everyone when all cost centers are available for FY18 purchasing.
- b. **Rummage Sale** – Thursday, June 22nd on the EGF campus.
- c. **Workforce Center Lease** – The current lease expires on June 30th. The Workforce Center had more space than was needed. They were able to negotiate modifications to the current space, which included a dedicated conference room, as well as private office spaces. The lease will be signed by the end of the month.
- d. **Food Service and Beverage Contracts** – Consolidated Management has been on campus and has begun the hiring process for kitchen staff at each location. They will be contracting with Pepsi for vending, but will sell Coke and Diet Coke in the coolers in the kitchen. Shannon is working to finalize the contract.
- e. **Concurrent Enrollment** – The system office made the requirement for mentoring to have a separate cost center for each discipline. **ACTION:** Shannon will work with Lori Johnson to recode within ISRS to comply with this mandate.
- f. **Business Office Staff** – Shannon shared that due to being short-staffed in the business office, there was a one-day delay in the direct deposit payment for students.

5. Human Resources – Kristi Lane

- a. **Position Updates**
 - i. Student Success Center Position – The position description has been developed and we will proceed with posting.
 - ii. Carpentry Faculty – This position has been posted.
 - iii. Plumbing Instructor – In the search process.
 - iv. Customer Service Specialist – This position has been posted.
 - v. Aerospace OAS – This position is still being discussed.
- b. **New Employment Website** – Brian shared a website that is designed for employers to help attract people relocating to the region with a one stop shop for open positions. The Grand Forks site is www.cooler.com.

6. Foundation – Lars Dyrud

- a. **Housing** – There are over 100 signed housing leases. They are expecting 100 football players this year, so hoping for additional leases. Lars and his team are conducting a walk-through with the housing management team discussing warranty issues.
- b. **Foundation Update** – The team is working on the capital campaign; pushing the golf tournament sponsorships, updating the website, and working on a new communications to donors.
- c. **Amazon Smile Program** – Lars shared that the Foundation is signed up for the Amazon Smile program, where purchasing proceeds can be linked to the NCTC Foundation.

7. Academics – Carey Castle and Deans

- a. **18-19 Academic Calendar** – This has not been resolved at this time.
- b. **Strategic Planning Update** – Carey Castle shared the results from the survey with the data results separated by student, staff, and faculty. The staff sessions have been scheduled for June 26th. **ACTION:** Carey will communicate to all employees.
- c. **In-Service** – Brian Huschle needs to create a PO for FY18 in order to complete the contract for the speaker. **ACTION:** Shannon will get budgets ready for this cost center.

- d. **Employee Out of Office Notifications** – Jodi Stauss-Stassen and Brian Huschle asked if the group wants to require employees to have a general statement on their emails when they are out of the office. It was agreed that supervisors will work with their departments to utilize Outlook “rules” as appropriate.
- e. **Supervisor Coverage Week of July 3** – Brian Huschle requested clarification regarding supervisor coverage on July 3rd. It was determined that supervisor coverage was not needed for July 3, but that it would be scheduled for the remainder of the week.
- f. **Campus Management Reporting:**
 - i. East Grand Forks – NextGen Accuplacer – Brian wants to put together a dedicated workgroup to develop a process for the new product. **ACTION:** Julie will add to the master committee chart and Brian will send her the membership.
 - ii. Thief River Falls – Mike Curfman was absent.

8. Policies & Procedures

- a. **3000 Series (attachments)** – These policies were reviewed through AASC. The nature of changes was required updates. These new policies will be in effect after July 1st. **ACTION:** Julie will post new policies to the website after July 1st.

- 9. **Roseau Site** – Dr. Bona shared that the City of Roseau would like NCTC to have more of a presence in Roseau, having a staff member there, as well as offering more programs. Dr. Bona will be working with the deans to explore options. **ACTION:** Mike is going to draft a proposal and schedule a meeting in the near future.

- 10. **Wrestling** – Dr. Bona shared that the local Take Down wrestling club receives revenue from pull tab sales from local businesses, and are receiving more revenue than expected. They must give funds to a nonprofit organization, with some relation to wrestling, or pay taxes on the revenue. They would like to support NCTC wrestlers. The NJCAA will allow a college to identify a scholarship sport. This will allow NCTC to offer scholarships for students coming to NCTC to participate in wrestling. This would help in recruiting strong, student athletes and help with retention. Dr. Bona is working with the regional athletic director to research options. The goal is to have this scholarship program implemented for FY19.

11. Adjournment: 11:15 a.m.