



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

President's Council Minutes

Thursday, June 29, 2017 from 9:00 a.m. to 12:00 p.m.

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

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

Absent: Chad Sperling

1. President's Report

- a. President's Evaluation – Dr. Bona shared the document used during his performance review with Chancellor Rosenstone. He reviewed the accomplishments from last year and his goals for the next year.
- b. Various Updates – Will be receiving a \$5,000 grant from the NWMN Foundation for the Service Learning start up project. This will allow us to hire staff to work on establishing service agencies in each community.

2. Human Resources – Kristi Lane

- a. **Position Updates**
 - i. Account Clerk Senior – This position will be offered today.
 - ii. Plumbing Instruction – Jack Hanson will be in this position for another year.
 - iii. Carpentry Instructor – In the search process, interviews scheduled for July.
 - iv. Student Success Center position – working on finalizing position description.
 - v. Retirement Announced – Rosie Gustafson officially announced her retirement. It was determined that there needed to be a discussion regarding her replacement and any position responsibilities restructuring. **ACTION:** Julie will schedule a meeting to discuss college needs for administrative support. Participants: Carey, Jim, Shannon, Kristi.
- b. **Sexual Violence Summit** – Kristi Lane, Cory Feller, Mary Fontes, and Kelsy Blowers attended the conference. Kristi shared that it was a good session, with good ideas on training for students. She is working with Chad to tweak the website to be in compliance with the State law.
- c. **Student Housing Staffing** - A meeting has been scheduled to discuss needs.
- d. **Service Centers** - Regional meetings will be held in July regarding service center updates. Kristi will share an update after these meetings.
- e. **Roseau Position** – A proposal will be sent to the City of Roseau with some options for staffing and programming at the Roseau site.

3. Student Services – Mary Fontes

- a. Enrollment Update – FYE up 5%, Headcount up 1%
- b. Two additional schools dropped application fee, and now allow students to register for fall and spring at the same time.
- c. FBM finished FY17 with approximately 3000 credits, and it is looking the same for FY18.

4. Finance and Facilities - Shannon Jesme

- a. **Year End** – Shannon is working to close out FY17.
- b. **Minnesota State Audits** – Two processes have been chosen for audits, with procurements cards being one of them. A few colleges will be chosen for the deep dive audit. Shannon will provide updates as the project progresses.
- c. **Bookstore Update** - Minneapolis College bookstore personnel are on campus working on the final step to a complete the implementation of the new bookstore model. There will be new

clothing options by fall. Curtis expressed interested in a bookstore site option at the aerospace site.

- d. **Garage sale** was successful.
- e. **Workforce Center** lease has been signed.
- f. **Market Place** – Shannon shared that there will be a staggered rollout and NCTC will be participating. There will be training for administrators in the near future. Shannon will send a notification once the training has been finalized.

5. Academics – Carey Castle and Deans

- a. **FY18-19 Academic Calendar** – Dr. Bona shared that they are still waiting to hear a response back from faculty.
- b. **Strategic Planning Update** – Carey Castle gave an update on the recent sessions for staff on campus. These sessions will be repeated for the community groups, as well as faculty. Carey asked that everyone encourage their staff to attend. The discussion results were emailed to the group for review. Carey shared that the process is on track, and we will start the writing the strategic plan this fall.
- c. **In-Service** – Brian Huschle (attachment) shared a draft of the agenda. It was determined that more research is needed regarding the employee raffle. **ACTION:** Brian asked that everyone send him any handouts for the packets. He will be working with Julie to schedule rooms. **ACTION:** Julie will schedule AED training for the President's Council in the near future.
- d. **Campus Management Reporting:**
 - i. **East Grand Forks** – Brian Huschle gave a quick update on the current bonding projects. He also shared the supervisor coverage schedule for the week of July 3rd.
 - ii. **Thief River Falls** – Mike Curfman provided an update on several items:
 - 1. Resignation – A sociology instructor has resigned. The load was covered with an adjunct and one other current faculty member.
 - 2. Baseball Coach – Interviewing July 10th.
 - 3. Facilities/Technology Survey - There has always been a request for a new screen and projector in the theater. The quote is \$12,000 for equipment and supplies, facilities could install, but they are currently short-staffed. Mike will research the cost of installation. It was determined that this was an important improvement to the space, and that the expense would be shared between cost centers.
 - 4. Roseau Site – Mike gave an update on the discussions between NCTC and the Todd Peterson with the City of Roseau, and the Roseau high school. Mike coordinated a proposal to Todd Peterson regarding his requested for an increased NCTC presence at the Roseau site. Jim will be overseeing the Roseau location and will provide updates into the future.

6. Policies & Procedures – None.

7. Adjournment: 11:30 am.