

President's Council Minutes

Thursday, July 13, 2017 from 9:00 a.m. to 12:00 p.m.

Location: TRF Room 662/EGF Room 290



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

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

Absent: Mary Fontes, Chad Sperling, and Curtis Zoller

1. President's Report

- a. **Service Learning** - Dr. Bona provided an update on the NWMN Foundation grant proposal he is working to submit in order to hire someone to register service agencies. Chad Sperling is working on the service learning web site. Dr. Bona plans to demonstrate during fall in-service. Dr. Bona will be presenting on the service learning initiative for the advisors and counselors next week during their advisor training.
- b. Chad Sperling is taking paid parental leave through August 8th. He will be staying connected and working some from home.

2. Foundation – Lars Dyrud

- a. **In-Service Raffle Update** – Lars has received the approval through the gambling association and Minnesota State to conduct the employee raffle for in-service.
- b. **Fair Booth** – The NCTC Foundation will be having a booth at the Pennington County fair. There will also be a float.
- c. **Student Housing** – There are currently 100 leases signed.
- d. **Golf Tournament** – The golf tournament is July 27th. Lars shared that they have received over \$10,000 in sponsorships, and are in need of golfers for the event.

3. Human Resources – Kristi Lane

- a. **Bargaining Update** – The contract has not been ratified for AFSCME and MAPE, but the tentative agreement is a wage increase in FY18 (2%), and in FY19 (2.25%). Steps will be awarded as well. There will be an increase in insurance of 2.8% for both years. MSCF is only beginning contract discussions.
- b. **Supervisor Training** – There will be new Art and Science of Supervision courses offered to new supervisors, as well as any supervisor needing a refresher.
- c. **Position Updates**
 - i. Baseball Coach, CSS, Carpentry instructor – in the process of reference checks.
 - ii. OAS – COI, FBM, faculty support, and testing center – Kristi will schedule a meeting to discuss college needs for support from this position.
 - iii. The MAPE - Academic Success Center position description is being reviewed.

4. Finance and Facilities - Shannon Jesme

- a. **Budget Update** – Shared provided an updated budget report. The next meeting she will have a revised budget with the new contract personnel numbers.
- b. **Leveraged Equipment** – Shannon provided a handout showing leveraged equipment balances across Minnesota State. NCTC does well receiving donations and collecting these funds.
- c. **Business Office** – Shannon provided a brief update on the radio station grant and the new NSF for \$599,000. Work is being done to revise this grant, as the full amount was not awarded.
- d. **Projects** – Shannon provided a brief update on recent and upcoming projects. Projects for this year include HVAC upgrades, tennis courts resurfacing, parking lot repairs/resurfacing/hole patching, and testing center upgrades. There is also a Percent for Art project at the Aerospace site that might need additional funds.

- e. **Trees** – Shannon shared that there are currently 13 trees on the campus grounds that look like they are dead. She is having the City of TRF check if they are dead or dormant, and will make arrangements for removal if necessary.

5. Student Services – Mary Fontes was absent.

- a. **Enrollment Update** – FYE 2.1% up.

6. Academics – Carey Castle and Deans

- a. **MEC Concessions Stand** – Carey Castle shared that the MEC board has requested support to order a predesign for a new concessions stand. The cost of \$3000 will be charged back to the MEC group. Approved.
- b. **Strategic Planning Update** – Carey Castle reported that he is working on updating the community advisory committee list and will be scheduling the community input sessions in the near future. His goal is to have the mission, vision, and values completed mid fall.
- c. **TRF Faculty Support Responsibilities** – Mike Curfman and Jodi Stauss-Stassen have had some questions from faculty regarding faculty support on the TRF campus. It was determined that Karen Paulson will do the ordering of supplies for all employees, and Lori Johnson would do purchase orders for TRF faculty. Resolved.
- d. **Testing Center** – Jodi Stauss-Stassen
 - i. **Proctoring** - Robin Langevin will be the test proctor on the TRF campus for NCTC online students and other Minnesota State students. If Robin is the only one in the library and needs to assist students, there will be a monitor feed to the EGF campus. Resolved.
 - ii. **EGF Campus Testing Center** – They will be moving all Aerospace site testing to the EGF campus. Jodi will research requirements regarding number of hours required by vendors. Jodi will also research discontinuing PAN testing.
 - iii. **Northwest Service Co-op** – Kirsten Fuglseth is looking at adding a credential for students. Carey has requested a meeting to be scheduled for more information on this project.
- e. **Campus Management Reporting:**
 - i. **East Grand Forks** – Brian Huschle will be filling the carpentry instructor position this week, or early next week. The walls are going up this week in OTA lab. There is low enrollment in manufacturing program. He will be looking at additional recruiting efforts or possibly postponing the program until next year.
 - ii. **Thief River Falls** – Mike Curfman shared that he is still waiting for a response from the City of Roseau regarding the proposal that was sent to them. NCA has made a change to prohibit two football practices in one day. NCA implemented this rule for safety reasons. Sanford Health has made some curtain donations to the update the training room. Facilities is working to help create a more professional setting. Brian and Mike are starting to do initial reviewing of class schedules regarding class cancelations. They will communicate with faculty if they are on the watch list.

7. Policies & Procedures None.

8. Adjournment 10:30 a.m.