



**NORTHLAND**  
COMMUNITY & TECHNICAL COLLEGE

# President's Council Minutes

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

Location: **EGF Room 290/TRF 662** *Full Video Conference*

**Present:** Dennis Bona, Brian Huschle, Lars Dyrud, Jodi Stauss-Stassen, Shannon Jesme, Jim Retka, Carey Castle, Mike Curfman.

**Absent:** Chad Sperling, Curtis Zoller, Mary Fontes, Kristi Lane

## 1. Foundation – Lars Dyrud

- a. **Golf Tournament Update** – Raised \$14,200, roughly the same as last year. From this amount there will be 18 named scholarships. July 26, 2018, will be the date for next year. Lars thanked those who volunteered!
- b. **Student Housing** – Currently full, with a waiting list. The Foundation will be hiring an assistant housing coordinator to cover evenings and weekends. This position will be a Foundation employee.
- c. **Engelstad Challenge** – Working on mailing postcards.
- d. **Fall Scholarships** – Scholarship recipients have been chosen; working on notifying these students and scheduling the ceremonies.

## 2. Finance and Facilities - Shannon Jesme

- a. **Student Center Hours and Staffing** – Shannon has scheduled a meeting for Monday to discuss fall hours of operation. They are hoping to assign some duties to assistant coaches in exchange for reduced rent. Working on a seasonal position for facilities and coverage for open gym. This position has been posted.
- b. **All FY17 fiscal operations were closed by the deadline!**

## 3. Human Resources – Kristi Lane was absent.

- a. Position Updates
- b. 2018-19 Benefits
- c. Service Center Updates

## 4. Academics – Carey Castle and Deans

- a. **2018 Bellwether Award Nominations** – Carey Castle shared a handout regarding award nominations. He asked if there was something the college has done that was exceptional and worth submitting a nomination. **ACTION:** Let Carey know if anyone interested in submitting a name/project.
- b. **Strategic Planning Update** – Carey Castle provided a brief update. Delore Zimmerman will present at advisory group meetings in September seeking input on a new vision, mission, and values.
- c. **Assessment of the College** – Carey shared that while we are great at program assessments, we do not assess administrative functions. Carey shared information about an assessment academy, sponsored by the HLC, and asked if there was any interested in Northland participating in this. It was agreed that the college does need some time of assessment tool. **ACTION:** Carey will send more information to the group to review. This college needs an assessment program. Provides data for long term planning. This project would be a large commitment of time and resources.
- d. **MEC Meeting Update** – Mike Curfman is heading up the master planning committee. They are looking at raising the operation fee from \$2,500 to \$5,000. He shared details about several projects in line for next year.

e. **Campus Management Reporting:**

i. **East Grand Forks – Brian Huschle**

1. **Office Furniture Requests** – Stand Up Desks - Table till next meeting
2. **Summer 2018 Roofing Project** – There is a possibility that Northland would be given enough HEAPR money to fund both Phase I and Phase II of the EGF roofing projects. This would start the project earlier and end after fall semester had begun. Bob is working through this process.
3. New carpentry instructor has started.

ii. **Thief River Falls – Mike Curfman** and Brian met and sent an email to faculty with classes on the watch list. They will be meeting Friday for a final decision on low enrollment classes. Sports teams are getting ready for their seasons. Lori Johnson will be doing purchase orders for the TRF faculty, and Karen Paulson will be doing purchasing for the EGF faculty.

iii. **Testing Center Update** – The testing centers will no longer offer PAN testing through the end of August. They have identified two times each week for online students. Will be establishing video feeds on each campus so proctors can work across campuses. Looking at some possible updates/remodeling into the future.

5. **Student Services** – Mary Fontes

- a. **Enrollment Update** – FYE is down 4%. There is an OAR day for football players today and tomorrow.
- b. **Institutional Work-study Priorities – Bookstore** – There is currently a list of priority positions that include facilities, IT, and library. Shannon requested that bookstore be added to the list. Approved.

6. **Policies & Procedures:** None.

7. **Adjournment 11:32 a.m.**