



**NORTHLAND**  
COMMUNITY & TECHNICAL COLLEGE

# President's Council Minutes

Wednesday, September 6, 2017 from 9:00 a.m. to 12:00 p.m.

Location: **EGF Room 290**

**Present:** Dennis Bona, James Retka, Kristi Lane, Lars Dyrud, Jodi-Stauss-Stassen, Chad Sperling, Shannon Nelson, Mary Fontes, Mike Curfman, Brian Larson, Curtis Zoller, and Julie Fenning.

## 1. President's Report

- a. Dr. Bona shared the letter from Devinder regarding Minnesota State's position on DACA. Discussion on the effects this may have on NCTC students. Mary shared that NCTC does not ask or require proof of citizenship.
- b. Service Learning Coordinator – Dr. Bona shared that he still needs faculty evaluators for the service learning initiative. Currently one faculty member has expressed interest. Dr. Bona shared that the NWMN Foundation grant will cover the RCE for evaluators. The Service learning website is live and ready. Dr. Bona also requested input on selecting a service learning coordinator of each campus to assist students with questions and to assist service agencies in connecting the volunteers to the activities. Mary shared that the advisors will be able to answer questions for students. There was a suggestion to create a site on the website for students to look for service opportunities.
- c. September 21<sup>st</sup> President's Council Meeting Guest – Dr. Bona shared that Henry Tweeten has requested an audience to share the story how the EGF campus was started. **ACTION:** Julie will connect with Henry to schedule a ½ hour time slot.

## 2. Foundation – Lars Dyrud

- a. **Englestad Challenge** – Lars provided an update on the Englestad Challenge. Currently have over \$8000. There have been a lot of interest expressed by community members, and Lars is working with them. He also provided clarification from Englestad Foundation that NCTC could have \$50,000 cash, and then \$50,000 worth of pledges by April 1<sup>st</sup>.
- b. **Endowments** – Lars shared that there are several new endowments pending. These are donations of \$10,000 or more.
- c. **Scholarship Ceremonies** – The scholarship ceremonies have been scheduled for Sept. 27<sup>th</sup> on the TRF campus, and on October 4<sup>th</sup> on the EGF campus. Both ceremonies are at noon with a light lunch planned.
- d. **Student Housing** – Lars provided an update on the student housing. Currently 126 beds out of 144 are filled. Expecting to lose some over the fall/spring break. The Foundation has hired an employee for the weekends and evenings, and things have been going well.

## 3. Marketing Update – Chad Sperling

- a. **Print Materials** – Chad is working to redesign several print materials. The new view book is complete. He is currently working on new athletic media guide.
- b. **YouVisit** – There will be four new videos created. They will include the student housing, student center, update on the electronics lab at aerospace, and the new UAS lab.
- c. **Online Directory** – Chad asked for feedback regarding the online directory. Currently there are several old photos, as well as several missing folders. It was determined that the photos were nice and Dr. Bona will send an email to all employees encouraging them to have their photos taken and included in the directory. **ACTION:** Chad will schedule photo sessions on each campus. **ACTION:** Shannon will research an incentive option, like a free lunch in the cafeteria.

#### 4. Finance and Facilities - Shannon Jesme

- a. **Budget Update** – Shannon shared a handout for the final budget report for FY17. Shannon and Kristi will be working together on the FY18 personnel projections. Several projects and items did not get received/paid for by the end of the year and will appear in FY18.
- b. **Tuition Committee** - Shannon is participating on a Minnesota State committee regarding tuition and rates. She will provide updates as the committee meets.
- c. **Facilities/Technology Committee Structure** – Shannon is proposing a name change for the Administrative Services committee. She shared that facilities and technology items are discussed at this meeting and she would like it to be named more appropriately. **ACTION:** Julie will update the Master Committee Chart and take finance out of description. Kristi Lane requested to be added to membership list. Julie will also send a request to Jason to recruit students for the committee.

#### 5. Human Resources – Kristi Lane

- a. **Position Updates** – No position updates.
- b. **Open Enrollment** – October 24 – Nov. 8
- c. **PPL** - Kristi shared paid parental leave guidelines when deviating from the full six weeks.

#### 6. Student Services – Mary Fontes

- a. **Enrollment Update**
  - i. Summer up 3% FYE – 3 FYE, headcount down 26 for summer
  - ii. Fall Down 9% FYI - down 90 FYE, headcount down 250 for fall
  - iii. Dr. Bona is asking the group to really understand these numbers. College administration need to know the specifics about where we are losing enrollment.

#### 7. Academics – Carey Castle and Deans

- a. **Strategic Planning** – Carey Castle shared that the community sessions are this afternoon in EGF and the following day in TRF.
- b. **August In-Service Follow-up** – Brian Huschle shared that Peggy Rogers has sent the survey to faculty, but that he has not received the results at this time. **ACTION:** Brian will get the survey results and share with the President's Council.
- c. **January In-Service Direction** – Brian Huschle shared that he is continuing on the theme of faculty and retention into the January in-service. The session will be on the aerospace site. Discussion was held regarding adding an additional strategy. **ACTION:** Brian will schedule a meeting with the faculty team to discuss this new idea.
- d. **Campus Management Reporting** – Time did not allow for these items.
  - i. East Grand Forks – Brian Huschle
    1. Office Furniture Requests – Stand Up Desks
  - ii. Thief River Falls – Mike Curfman

#### 8. Policies & Procedures

#### 9. Adjournment 11:25 a.m.

##### Attendance Roster:

___ Dennis Bona	___ Mike Curfman	___ Shannon Jesme	___ Jodi Stauss-Stassen
___ Lars Dyrud	___ Mary Fontes	___ Kristi Lane	___ Chad Sperling
___ Carey Castle	___ Brian Huschle	___ Jim Retka	___ Curtis Zoller
___ Julie Fenning (Recorder)			