

President's Council Minutes

Thursday, September 21, 2017 from 9:00 a.m. to 12:00 p.m.

Location: EGF Room 290 (TRF 662 First Hour)



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Present: Dennis Bona, Kristi Lane, Lars Dyrud, Jodi Stauss-Stassen, Mary Fontes, Chad Sperling, Carey Castle, Curtis Zoller, James Rekta, Mike Curfman, Shannon Jesme, and Julie Fenning (recorder).

1. President's Report

- a. **Leadership Council Update** – Dr. Bona attended the Leadership Council retreat this last week and provided a brief update. Interim Chancellor Malhotra gave an overview of the year and what he hopes to accomplish. He identified three priorities: student success, equity and inclusion, and financial sustainability.
 - i. **Former Chancellor James McCormick** facilitated a session on leadership for college presidents in this fast-changing world. Dr. Bona will share copies of the handouts with the President's Council.
 - ii. **Comprehensive Workplace Solutions** – The system office is moving forward with the enterprise zones. Northland's zone partners have changed and now include: Central Lakes, MSCTC, MSU Moorhead, and Alexandria. There is a meeting scheduled for October 24th to discuss a business model that shares revenue. The goal is that NCTC will grow our customized training function at the college.
 - iii. **ISRS NextGen** – The system office is working to replace ISRS. They are a year away from choosing a vendor. Estimating the cost for NCTC being \$146,000 each year for 6 years. This amount could be affected depending on the legislative session. The system office has also approved that the funds may be taken from the budget reserve. Shannon shared that the ISRS purchasing model will be replaced by MarketPlace. Training will begin in the next few weeks with all employees converted by December 2017.
 - iv. **CRM** – NCTC uses Oracle Service Cloud. There had been discussion regarding finding a single vendor for the system, but that has been abandoned. NCTC will continue using Oracle Service Cloud.
 - v. **Scholarship Program – MNLEAD** – \$1,000,000 has been given to Minnesota State for scholarships in specific fields: health, technology, agriculture, and manufacturing. Lars Dyrud will be the contact person.
 - vi. **Union Negotiations** – No current information to share.
 - vii. **Chancellor Search** - The goal is to hire a new chancellor by February 2018 for an August 1st start date. In addition to the chancellor search, there are currently seven high-level active searches within Minnesota State.
- b. **Senior Vice Chancellor of Academic and Student Affairs Visit** – Ron Anderson will be on campus on Monday, September 25, to visit with Dr. Bona, Carey Castle, the deans, students, and the MSCF chapter presidents Mary Amundson and Stephen Nelson.

2. Foundation – Lars Dyrud

- a. **Engelstad Challenge** – Lars shared that the total to date is \$13,188. He has been advertising in the Watch and Grand Forks Herald, as well as with the radio stations. He has sent out over 800 post cards, and has featured the challenge in the annual fund drive letter. The Foundation needs to raise \$100,000 by April 1st.
- b. **Student Housing** – Lars reported that there has been a recent eviction due to bad behavior, but overall the process is running smoothly. Housing revenue has allowed the Foundation to not charge a fee for donations.
- c. **Early Recruitment Scholarship** – The push during in-service raised a lot of commitment from faculty. Recruiters will have something they can give to students on the spot.

3. Marketing Update – Chad Sperling

- a. **Virtual Tour** – October 7/8 they will be here to shoot four stops – Electronics new location, UAS program, student housing, and the student center.
- b. **Football attendance** – Game attendance is low, but live streaming had 1500 views at the last game.
- c. **Directory Photos.** Dennis will send an email to all employees encouraging them to take a new directory photo. A free lunch coupon from the cafeteria will be given to all who take a photo.

4. Finance and Facilities - Shannon Jesme

- a. **Bookstore** – Shannon reported on the several things going on in the bookstore. This year was a hybrid model. The cost of books has dropped. Still need to work through some processes. They are also looking at some new clothing vendors. They will have a new process for employees to order clothing. Shannon will convene a small group to discuss the process.
- b. **Technology Assessment on Computer labs** – Shannon asked if there was a need for all three computer labs on campus, as student needs are changing. Space utilization is low, and the cost of maintaining all of the computers is high. Stacey will be tracking computer utilization of the computers on campus.
- c. **Travel** – Shannon reported that the FY17 travel cost center was over \$500,000. The deans will be working through a process to better manage travel. Shannon is looking at restructuring cost centers to be able to tie to an IPEDs category as required by Minnesota State.

5. Human Resources – Kristi Lane

- a. **Position Updates** – The FBM assistant position has been hired. The Academic Success Center has wrapped up interviews and is waiting on reference checks. The GMW position is waiting on reference checks. The administrative assistant at the aerospace site has been posted.
- b. **Shared Services Update** – Kristi shared that they are beginning to work through processes.
- c. **Fall HR Conference** – HR staff will be out next week.
- d. Respectful workplace policy has been updated. Kristi will send out to the President's Council and then post for all employees.
- e. **Business Office Position** – Working to combine three vacant positions in the business office. This PD is being written, audited, and will move forward.

6. Student Services – Mary Fontes

- a. **Work Studies and Safety Training Issues** – Mary shared the new process for work-study students. Students must complete the required safety training prior to working. Students will not be paid for work unless the safety training is completed.
- b. **Ask Northland Video Phone Rooms and Promotion** – We need to do a marketing campaign to make students and employees aware of this option. This extra-large video phone works well for students to talk with staff across campuses. ACTION: Mary will change the name to Video Phone Room.
- c. **Student Use Room** – We need to better promote the student use room and rename it to Multi-Purpose room. ACTION: Mary and Shannon will communicate to employees.

7. Academics – Carey Castle and Deans

- a. **Strategic Planning** – Carey Castle will schedule a time during November to meet with Delore Zimmerman and convert the results from the input sessions to a draft vision, mission, and goals.
- b. **Institutional Outcomes Committee** – Carey and Shannon are working on the purpose of the committee and its role in the strategic planning process.

- c. **President's Council Retreat Activity** – Dr. Bona shared that an activity during the next President's Council retreat will be writing portions of the strategic plan.
- d. **Campus Management Reporting:**
 - i. East Grand Forks – Brian Huschle
 - 1. Office Furniture Requests – Stand-Up Desks - This item was moved to next meeting's agenda.
 - ii. Thief River Falls – Mike Curfman – No report.

8. Policies & Procedures: None

9. Adjournment: 11:58 am