



**NORTHLAND**  
COMMUNITY & TECHNICAL COLLEGE

# President's Council Agenda

Thursday, October 5, 2017 from 9:00 a.m. to 12:00 p.m.

Location: TRF Room 662 (EGF 290 First Hour)

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

**Absent:** Brian Huschle, Mary Fontes, and Chad Sperling

## 1. Foundation – Lars Dyrud

- a. **Scholarship Ceremonies** – More than \$67,000 was given out in scholarships during the fall scholarship ceremonies. This is an increase from past years. NCTC was given another \$5,000 from National Electrical Contractors Association (NECA) to support NCTC construction electricity students. They have shared that they support the program and rely on hiring our students.
- b. **Engelstad Challenge** – Currently at over \$14,000. Lars is hoping to see a few large donations this yet week.
- c. **Student Housing** – Student housing continues to go well. There has been an issue with trash on the premises; additional trash containers have been purchased. Students are paying rent, the Foundation is currently ahead of last year's mark for collecting rent. The new position has been very effective, covering the evenings and weekends. There will be a reduction of students in the spring with the football players potentially leaving, but will gain baseball players. Currently there are 125 beds filled out of 144. After spring registration is complete, the Foundation plans to open units to non-student renters. Today, Chad Sperling and team are filming the student housing and student center locations as part of the YouVisit tour update.
- d. **Business After Hours** – Lars asked if there was interested in hosting a Business After Hours event on the EGF campus. There is an opportunity to host in EGF on Dec. 21<sup>st</sup>. It was agreed that this would be a valuable event to pursue. **ACTION:** Lars will connect with the GF/EGF Chamber to express our interest. It was also determined that NCTC will request to host a Business After Hours event in the TRF community. **ACTION:** Lars will make this request as well.

2. **Marketing** – Chad Sperling is working on the YouVisit video shoot today. On October 19<sup>th</sup> Northland will host the State of the College luncheon, sponsored by the Chamber. Dr. Bona will cover an overall college update, enrollment, service learning, as well as the Engelstad Challenge. **ACTION:** Julie will invite staff to attend as well.

## 3. Finance and Facilities – Shannon Jesme

- a. **Leveraged Equipment** – Shannon shared that she has scheduled a meeting in the near future to discuss the process for this year. NCTC will be receiving \$220,000 dollars in donations this year.
- b. **Theater Project** – Widseth, Smith, Nolting (WSN) is on the TRF campus to look at the theater HVAC project. The theater project has been on the HEAPR priority list for 15 years, but more critical projects have moved this project down on the priority list. The next project will be the roof replacement project at the Aerospace site. There are places on the room which are currently leaking. The plan is to rewrite the theater HEAPR project to combine this project with the security lock project. WSN will remove the furniture and lighting components from the project to better align with HEAPR project criteria. Adding the HVAC in this area will greatly reduce backlog for the TRF campus.
- c. **Bookstore/Business Office Project** - WSN will also be looking at making a doorway through the bookstore in to business office. Kari Conner's desk will be moved in to the bookstore, and

she will be able to cover both areas. There will also be some changes in the bookstore storage room, sharing it with facilities for deliveries.

- d. **Bookstore Update** – Gary Westerland and Shannon are reviewing the financial data for the bookstore this past year. So far it looks like the project was a success, reducing costs for students, as well as for Northland. There will be new clothing options coming. Employees can purchase more professional looking clothing, all branded with the Northland logo. There will be several color choices in sizes up to 4X. The virtual store will be open twice a year (spring/fall) for a limited time. The clothing sold in the bookstores will be geared towards students and their families, and will be at a lower price point.
- e. **Operating Budget** – Shannon shared that Northland tripped a financial trigger at the system office by projecting more than a 2% difference in enrollment. She will be working with the group to submit a revised operating budget by October 24<sup>th</sup>.
- f. **Motor Vehicle Records Check (MVRC)** – Shannon shared a new procedure that will be implemented at Northland. Employees driving for state business, whether driving their personal vehicle or a college vehicle, must complete the MVRC. If an employee is deemed ineligible, but has a valid driver's license, the employee will be permitted to drive and seek reimbursement, but will not be permitted to carry passengers. There will be an email going out to all employees regarding the new procedure.

#### 4. Human Resources – Kristi Lane

- a. **Positions** – Kristi gave a brief update on the status of open positions:
  - i. Resignation in IT, will be posting an ITS 2 position on the TRF campus.
  - ii. Academic Success Center access specialist will be starting October 18<sup>th</sup>.
  - iii. Aerospace administrative assistant position is currently in the search process.
  - iv. A temp has been hired for the GMW position on the TRF campus.
  - v. Administrative Assistant – Chelsey Bladow has started in FBM/COI.
- b. **HR Conference Update** – Kristi provided a brief update on the recent HR conference. There will be seven high-level searches this year, including the search for a new chancellor. The system office has secured a recruiting agency that focuses on higher education and Fortune 500 companies.
- c. **Sabbatical** application process is open October 24 through November 15<sup>th</sup>.

#### 5. Student Services – Mary Fontes was absent.

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

- a. **Strategic Planning** – Carey Castle has scheduled input gathering sessions on October 10<sup>th</sup> and 25<sup>th</sup> for faculty. After these input sessions, Delore Zimmerman from Praxis Strategy will assist in writing the new Mission, Vision, and Goals. **ACTION:** Julie will schedule a meeting with Delore and the President's Council around the first week of November.
- b. **Grand Forks Air Force Base (GFAFB) Visit** – Dr. Bona shared that a group from NCTC visited the GFAFB to discuss possible programs that could be offered for the base officers and their families. The base is currently conducting a survey regarding educational needs and will share that information with us once available. They will also be visiting the NCTC EGF campus in the near future.
- c. **Campus Management Reporting:**
  - i. **East Grand Forks** – Brian Huschle was absent.
    - 1. **Office Furniture Requests – Stand-up Desks** – There have been multiple requests on each campus for stand-up desks. Some supervisors have approved these requests, purchasing the desks out of their departmental budgets. Other supervisors have declined these requests. Are there guidelines supervisors can follow when responding to these requests to ensure fairness? Kristi has contacted other Minnesota State institutions and most are moving in this direction as a wellness solution for staff who work at their computers for the majority of the day. It was determined that this was a great benefit to employees, but that budget

is not available for all requests. Suggestions made included limiting requests to various models with approved price points; allowing for some customization as not all employees have the same needs; identifying a dollar amount the institution would spend annually for this purpose; reinforce that facilities directors need to make recommendations for the best product for office configurations; purchase equipment that can easily be transferred with the change of employees occupying the space. **ACTION:** More discussion is needed. This item will be added to the agenda for the next meeting.

**ii. Thief River Falls – Mike Curfman**

- 1. Program Advisory Committee Meetings** – The TRF meetings have been scheduled for Tuesday, October 10, 2017.
- 2. Theater Project Update** – The new projector and screen have been installed in the theater. This has been a great improvement for this space. Student Life has made a request to host movie nights into the future. With the potential increase of use of this space, more discussion is needed on the process for scheduling this room. **ACTION:** Shannon will ask Stacey Hron if this equipment is able to stream from sites like Netflix or local channels to stream live sports games.

**iii. Grant Update** – Curtis shared that his team is working on two agriculture grants this fall. He will provide updates as they move through the process. Due to a lawsuit with Volkswagen, there may be an opportunity to apply for funds for infrastructure for developing training. Curtis is pursuing this potential opportunity and will provide updates when available.

**7. Policies & Procedures** – None.

**8. Adjournment** – 10:45 a.m.