

# President's Council Minutes

Wednesday, February 7, 2018 from 10:00 a.m. to 12:00 p.m.

Location: TRF Room 662/EGF 290 Video Conference



**Present:** Dennis Bona, Carey Castle, Chad Sperling, Mary Fontes, Brian Huschle, Jodi Stauss-Stassen, Kristi Lane, Shannon Jesme, Mike Curfman, James Retka, Lars Dyrud, Curtis Zoller, Julie Fenning, and Clinton Castle (guest for item #1).

1. **City of TRF Summer Walking Path and Road Construction Projects** – Clinton Castle, director of facilities for the TRF campus, provided an update on the projects that the City of TRF will be working on over the summer. The city was granted an easement to develop a paved walking path along the south side of the Northland property. This path will be maintained by the city. He shared the maps of the walking path and the scheduled road construction and detours.

Starting around the end of May through the end of July (weather permitting) road construction will start from Erl's Market going east past the college on highway one. There will be a detour established, and we have been told to expect lengthy delays. Details will be provided as the project progresses.

The city is also planning to resurface the double lanes on third street towards highway 59 south. They will be resurfacing one side at a time, creating a single lane highway on the alternate side. College Drive is also going to be resurfaced this year beginning June 18. Clinton will talk to the city for some signage to help students find Northland. Chad will also add the detour details on the web site.

2. **Student Services** – Mary Fontes
  - a. **Enrollment Update** – Down 5% compared to same day last year.
  - b. **Degree Verification Surcharge (Through National Student Clearinghouse)** – The degree verification process is used by agencies/employers who hire NCTC graduates and are verifying degrees. Last year there were over 453 degree verifications. Mary is recommending a surcharge of \$5 for the work performed by NCTC staff. This will not be a burden to students. **ACTION:** This request was approved. Mary will bring forward to the student senate during the budget consultation process for their information.
3. **President's Report** – Dennis Bona
  - a. **President's Council Retreat** – Dr. Bona announced that he plans to have the Living Room Conversations activity during the retreat scheduled for February 22 and 23.
  - b. **State of the City** – This event is scheduled for March 8<sup>th</sup> in the theater in Thief River Falls. The event social will begin at 5:00 p.m. with appetizers and a cash bar. The presentation will be at 5:45 p.m. – 7:00 p.m. in the theater. There will be presentations from Textron, DigiKey, and Sanford.
4. **Marketing Update** – Chad Sperling
  - a. **Rebrand Document for Review** – Chad shared a proposal to rebrand the college. Estimated cost is around \$46,000. **ACTION:** He will follow up with more information to the group.
  - b. **New NCTC Ad** – The new ad is now running on TV and in the local theaters.
5. **Foundation** – Lars Dyrud
  - a. **EGF Scholarship Ceremony** – The EGF scholarship ceremony is tomorrow at noon. The TRF ceremony is February 15 at noon. Dr. Bona will not be able to attend in EGF. Brian and Mary will determine who will provide a few words during ceremony.
  - b. **Engelstad Challenge** – Currently at \$50,000, which is the highest amount raised in a campaign in the Foundation's history.

- c. **Student Housing** – Looking at housing 20 interns over the summer. The Foundation is considering housing some workforce residents as well.
- d. **Open House Event** – There is an open house/donor appreciation event on March 13, in TRF. It will be held at the Sundance.

**6. Finance and Facilities – Shannon Jesme**

- a. **Dining Services** – Shannon is working with school district in TRF to provide food service for the TRF campus. Once the details are worked out, Shannon plans to approach the EGF school district.
- b. **Head Start** – Working on scheduling a meeting to finalize the lease and final needs. She will then work to determine the timing of the internal moves.

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

- a. **DACUM** – Carey Castle gave a brief update on the DACUM project. Karl Ohrn is leading the initiative.
- b. **NWPIC Meeting** - Jim reported on a recent NWPIC board meeting he attended in place of Carey. They discussed federal workforce funding. Jim would like to schedule a meeting with Marvin Windows to discuss possible opportunities.
- c. **FBM** – Jim shared that we need to look at adjusting tuition state-wide. There is one more year of funding from MAELC. **ACTION:** Jim needs to meet with Shannon and look at funding.
- d. **Campus Management Reporting:**
  - i. **Thief River Falls** – Mike Curfman shared that the Spelling Bee and Career Expo were held on campus today. Over 200 students participated. Math Counts, a middle school math competition, is schedule to be on campus on Friday. Clinton, Jodi, and Mike are looking at possible ideas for the testing center.
  - ii. **East Grand Forks** – Brian Huschle gave a brief update on EGF summer construction projects (science labs/roof) beginning the week after graduation.

**8. Human Resources – Kristi Lane**

- a. **PACE Survey** – The survey will be sent out to employees February 13 – 27 from the vendor Nilie. **ACTION:** Dennis will send a follow-up email and the deans will follow-up with direct reports. An additional message should be sent out from the direct supervisors as a follow up.
- b. Kristi will be attending the CHRO meeting next week in the cities.
- c. Budget – The faculty overload is in. Shannon and Kristi will be working on the budget.

**9. Policies & Procedures - None**

**10. Adjourned 11:15 a.m.**