

President's Council Minutes

Wednesday, April 4, 2018 from 9:00 a.m. to 12:00 p.m.

Location: **EGF Room 290** (TRF 662/Video Conference First Hour)



Present: Dr. Bona, Curtis Zoller, Jodi Stauss-Stassen, Mike Curfman, Mary Fontes, Chad Sperling, Carey Castle, Lars Dyrud, Shannon Jesme (10:00 a.m.), and Julie Fenning (recorder).

Absent: Brian Huschle

1. President's Report – Dennis Bona

- a. **BOT Award Ceremony** – Dr. Bona, Brian Huschle, and Carey Castle plan to attend the BOT award ceremony on April 18, 2018.
- b. **Leadership Council Update**
 - i. **Workforce Solutions** – There was a planning team that met yesterday afternoon, we should get an update in the near future.
 - ii. **Permanent Chancellor** - The Leadership Council welcomed Devinder as the permanent chancellor. He is committed to the three strategies he had previously developed: student success, commitment to diversity and inclusion, and long term financial sustainability.
 - iii. **Performance-based Funding** - Over \$3 million dollars was distributed to institutions based on how well they did improving the success rate of students of color. NCTC did not receive any of these funds. This calculations were based on students who entered in fall 2015 and graduated in fall 2017.
 - iv. **NextGen** – The system office staff apologized for the short notice of the regional workshops. Shannon, Michelle, and Mary Fontes plan to attend.
 - v. **Proposed Bill** – There is a bill at the legislature requiring that the system office move to one of the Minnesota State campuses. The lease at the Wells Fargo building is up in 2022. The system office consists of 300 people. Dr. Bona shared that his offer to have them move to NCTC was met with chuckles.
 - vi. **Presidential Searches** – Several presidential searches are in progress. They are filling as expected.
 - vii. **Contracts:** Union contracts were signed into law and are now posted, with the exception of MSCF. The MSCF members will be voting on April 12th.
- c. **GFAFB Day** – Dr. Bona shared that we have invited the base and their families to an open house on the EGF campus. We are waiting to hear back from them if they are interested. **ACTION:** Carey Castle will follow up GFAFB. Dr. Bona shared that Henry Tweten has invited Governor Dayton to visit Northland in late August. More to come.
- d. **Faculty Representation on President's Council** – Dr. Bona shared a request from TRF faculty president, Stephen Nelson, for MSCF representation on the President's Council. It was determined that due to the extremely sensitive and confidential personnel and budget matters that are discussed, the equity of representation from one employee group and not others, and the time sensitive and unpredictable meeting schedules, faculty would not be invited to participate on the President's Council. Dr. Bona felt that the current structure through the Shared Governance Council and Staff Advisory Council allows for participation in the decision making process for all employee groups. Resolved.

2. FBM Analysis for FY19 – Jim Retka shared that a decision is needed regarding the tuition rate for FY19. Dr. Bona has the analysis for review and will respond to Jim.

3. Student Services – Mary Fontes

- a. **Enrollment Update** – FY18: FYE 2100, FY17: FYE 2227
 - i. Summer FY18: FYE 93 – same as FY17; FY18 head count 565, FY17 headcount 554

ii. Fall FY19: FYE 78, last year FYE 73, FY17 head count 202, FY18 FYE 248

- b. **Student ID's** – There is a team in EGF exploring options to update the current ID card system. The question was asked if we need student ID's. **ACTION:** Mary is going to do additional research and bring back to the group.

4. Marketing Update – Chad Sperling

- a. **Radio Station Update** – The public announcement has been made to convert the radio station into a community-based radio station. The press release is on the website.

5. Foundation – Lars Dyrud

- a. **Engelstad** – Lars shared that we met the matching goal of \$100,000 by the April 1st deadline. He is working on submitting the final paper work to the Engelstad Foundation.
- b. **Workforce Development Scholarships** – All 16 scholarships have been awarded. There will be a press release coming out in the near future.
- c. **Student Housing** – They are currently rearranging students to make a building available for temporary workers and interns while they work on the Digi-Key expansion/intern at Textron.

6. Human Resources – Kristi Lane

- a. **Academic Success Center** - Kristi shared that they are working to cover for the Academic Success Center with the loss of Gloria Serna. There will be a temporary tutor for the remainder of the semester.
- b. **Retro Pay** – Kristi has not been given a date for the retro pay; they are expecting the first check in May. There are two unions who have not settle at this time. This might delay the administrators retro pay schedule.
- c. **Summer Hours** – Kristi discussed the proposed summer hours with the MAPE and AFSCME representatives on each campus. They agreed with the recommendation for a shortened Friday. It was determined that parameters for a work day would be 7:00 am - 5:00p.m., with no four ten hour days being allowed. The building is closed at 2:30 p.m. on Fridays. Departments must have coverage 8:00 a.m. – 4:30 p.m. Monday through Thursday, and 7:00 a.m. – 2:30 p.m. on Fridays.
- d. **Summer Weekend Use** – It was agreed that we would not allow facility use on the weekends.
- e. **CHRO Spring Meeting** - Kristi will be attending the CHRO meeting and spring conference. HR staff will not be attending and will be available on each campus.
- f. **Accounting Instructor Position** – Currently conducting reference checks.

7. Finance and Facilities – Shannon Jesme

- a. **Tuition and Fees System Office Policy for Review** – Shannon shared a handout of the system office policy that is being reviewed. The change in the policy will affect the health programs the most. Materials, including online subscriptions like ATI, can be included in a fee charged to students. This new policy would take effect fall of 2019. The IA program fee will be \$199.00. Shannon will turn on tuition calculation on today.
- b. **Prizes and Gifts** – There are two situations when NCTC branded items are requested for gifts/prizes.
- i. **Presidential Requests** – These requests will continue to be requested through Julie Fenning. She will utilize a dedicated cost center.
- ii. **Employee Requests** – Employees requesting prizes from the bookstore can no longer charge against their departmental/program cost center. A budget has been set aside in the bookstore for these purposes. Michelle Bakken, business office manager, will be the contact for these requests. Chad Sperling will continue to be the contact for marketing related items. **ACTION:** Shannon will send out guidelines to everyone.
- c. **Facilities** – Shannon has conducted a review of the facilities budgets for each campus. **ACTION:** Shannon requested to have the budget as a topic on next council meeting agenda and allow for extra time.
- d. **Bookstore Update** – Shannon gave a brief update on the bookstore progress. They plan to go virtual starting summer semester. **ACTION:** Shannon will send an email to all faculty regarding

changes in the bookstore. April 23rd is the technology demonstration for faculty by Minneapolis Community and Technical College.

- e. **Food Service Update** – Shannon shared that she is working with Consolidated Management’s regional manager regarding several items in the kitchen on the EGF campus.
- f. **Recycling** – Shannon shared that PTK on the TRF campus was looking for an initiative for its members. They have agreed to manage the recycling for the main campus.

8. Academics – Carey Castle and Deans

- a. **Strategic Planning Update** – Carey Castle provided an update on the input sessions. There are four more sessions scheduled for April 16 and 17.
- b. **HLC Assurance Report/Annual Update** – This is a work in progress.
- c. **August In-Service** – Jodi Stauss-Stassen requested a final decision for the location of the fall 2018 in-service. It was determined to have it on the TRF campus this fall. It will be in the theater and rooms 201/203 on August 22.
- d. **Campus Management Reporting:**
 - i. Thief River Falls – Mike Curfman shared that Lincoln High School teachers requested to come to campus on April 11th and tour the facilities and learn about the academic programs. Trap shooting was approved by the conference as a new sport at Northland. Mike has been selected for another three-year term on the executive committee.
 - ii. East Grand Forks – Jodi Stauss-Stassen shared that construction meetings have begun for the science lab and roof projects, which will start in May. The work in the radiologic technology program will be worked into this project.
 - iii. EGF Graduation Banquet – Mary shared that the EGF graduation banquet has been scheduled for Wednesday, May 9, in the commons. It is being catered by Eagles Crest.

9. Policies & Procedures - None

10. Adjournment 11:54 a.m.