

# President's Council Minutes

Thursday, May 24, 2018 from 9:00 a.m. to 12:00 p.m.

Location: **TRF Room 662**

**Present:** Dennis Bona, Shannon Jesme, Carey Castle, James Retka, Curtis Zoller, Brian Huschle, Kristi Lane, Mary Fontes, Chad Sperling, and Julie Fenning (recorder).

**Absent:** Jodi Stauss-Stassen, Lars Dyrud, Mike Curfman

## 1. President's Report – Dennis Bona

- a. **MN State Update** – The governor vetoed the spending and tax bills. He is reviewing the bonding bill and the bill with the MSCF contract at this time. Northland does not have a building project this year, but we do have the EGF roofing project on the HEAPR list.
- b. **US Bank Project** – Dr. Bona shared that BOT Chair Vekich gave a shout out about Curtis Zoller regarding his great work with drones on the US Bank stadium project.
- c. **Comprehensive Workforce Solutions Model** – Presidents from the region met yesterday and made several decisions regarding selecting a single college as the fiscal agent. M State was selected to be the fiscal agent. GL Tucker will be the lead administrator for the consortium. The model is set to manage all the expenses and revenues, and distributed profits/losses to the partner colleges. Employees will continue to be employed by current institution and their reporting structure will not change. September 1<sup>st</sup> is the deadline for the operations plan to the system office for review and approval.
- d. **Roseau Update** – Jim provided a brief update on his recent meeting with Todd Peterson, City of Roseau and others from the community of Roseau and surrounding areas. This meeting was a follow up to the meeting last year where they requested a more robust presence and increased offerings at the Roseau City Center. The Roseau site and additional course offerings will be discussed during the strategic planning.
- e. **EGF Campus Property Deeds** – Henry Tweten believes that the deeds for the EGF campus property are with the EGF public schools. **ACTION:** Shannon will follow up.
- f. **Economic Impact Study Data Request** – The system office is conducting an economic impact study for the state of Minnesota. We have requested an individual report for NCTC. **ACTION:** Lars Dyrud will provide the data requested by the system office.
- g. **Accountability Dashboard** – Dr. Bona reviewed the data from new report from system office. NCTC continues to do very well in some areas, and struggled in other areas. **ACTION:** Dr. Bona requested more information regarding the change in numbers for placement of graduates in related fields.
- h. **Strategic Planning** – The survey has closed. The ideas have been compiled with the survey results and the in-person sessions. **ACTION:** Dr. Bona will send the final draft of the mission, vision, and values to the system office Academic Affairs division for formal approval.

## 2. Student Services – Mary Fontes

- a. **Enrollment Update**
  - i. FY18 ends at 2102, and headcount at 4534
  - ii. Summer FYE is same as last year at 106, headcount down by 8
  - iii. Fall 2018 to date – 7% increase - FYE 571, Headcount up 1712 last year 1635
- b. **Ceremonies - Food/Other Expenses (Grad Banquet, Nursing Celebrations, etc.)**
  - i. Costs are rising for graduation banquet, pinning ceremonies, PTK student ceremonies, etc. Would like to look at a cap for these events. Policy does not allow for funds to be used for non-students. **ACTION:** Mary will research other schools regarding their processes.

c. **Ask Us – Rolling Phones (Evenings and Weekends)**

- i. Mary requested input regarding rolling the telephones to Distance Minnesota after 2:30 p.m. on Fridays. Approved!

3. **Marketing Update**

- a. **CRM Issues** - Chad Sperling gave an update on the recently discovered technical issues with the CRM. The issues should be resolved by the end of the month.
- b. **Road Construction Site** - Chad has created a road construction communication site for students. This will have up-to-date information regarding road closures to the TRF campus.
- c. **MN State** - MN State is working on a new view book. NCTC will have a full page to fill this year. Chad is working on draft to share with the deans.

4. **Foundation** – Lars Dyrud was absent.

5. **Human Resources** – Kristi Lane

- a. **Item for Marketing** – Kristi shared that her daughter received a letter from the college on the old letterhead. **ACTION:** Chad will send an email to all employees reminding them the letterhead has changed.
- b. **Vacation Accruals** – With the new contracts, MAPE and MMA can now request an increased vacation accrual rate based on years at a previous institution. Kristi shared a draft form for this request process. It was agreed to look back 20 years when determining vacation accrual rates. **ACTION:** Kristi Lane will send an email to MAPE and MMA leadership with the decision of looking back 20 years to determine the accrual rate.
- c. **AFSCME Contract Item** – The new AFSCME contract allows the institution to raise the limit of maximum number of hours in the comp time bank from 150 to 200. It was determined that this maximum would remain at 150.
- d. **Position Updates**
  - i. Student Services Specialist will begin on June 4, Amanda Stebleton
  - ii. Admissions coordinator begins on May 30, Sarah Glimsdahl
  - iii. Nursing Faculty (2) have been hired with a fall start date.
- e. **Schedule for Fourth of July Coverage** – **ACTION:** Kristi will send to all employees.

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

- a. **Food Service Update** – Shannon reported that the EGF school district has agreed to provide food service for the EGF campus. The agreement will be for two years. Shannon will be working out the details over the summer, with a start date of August. There is a group discussing the food service options on the TRF campus and the aerospace site.

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

- a. **Fall In-Service** – Jodi Stauss-Stassen was absent. Brian requested input on ideas for the second day sessions. It was agreed that a fun, interactive activity was needed for the second day. **ACTION:** Brian would discuss with Jodi.
- b. **Assessment Outside of Academics at Northland** – Brian Huschle shared that the group submitted a project to the HLC Assessment Academy, to create a process for assessing areas of the college outside of academics. This will be a five year projects, assessing all services within the college.
- c. **Campus Management Reporting** – Time did not allow for this item.

8. **Policies & Procedures** - Mary Fontes

- a. 2020P Admissions — Approved.
- b. 2075P Financial Aid – Approved.

9. **Adjournment** – 11:45 a.m.