



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

President's Council Minutes

Wednesday, June 13, 2018, from 9:00 a.m. to 12:00 p.m.

Location: **EGF Room 290** (*video to 662 for first hour*)

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

1. President's Report – Dennis Bona

- a. **Leadership Council Update** – Dr. Bona attended the June Leadership Council meeting in St. Paul. They celebrated six presidents retiring. The incoming presidents will attend the July meeting. The Board of Trustees wants to embark on a new initiative for Minnesota State. Chair Vekich is creating a Blue Ribbon committee made up of all private sector participants. The goal is to reimagine Minnesota State. **ACTION:** Dr. Bona will forward the five page paper describing the project to the President's Council.
- b. **Leadership Transition Update** – Carey's last day was yesterday. He plans to send his new email address and cellphone number to Kristi. Brian's new title will be Provost. Administrative changes will happen prior to July 1st. Jim and Mike are working through the transition for athletics. Mike is now the president of the NJCA executive committee and Northland will become the fiscal agent. Kristi has attended training on Equity and Inclusion and will assume the role of CDO. **ACTION:** Julie will schedule a meeting for Dennis, Mary, and Kristi to update the current written plan.
- c. **Comprehensive Workplace Solutions Consortium Update** – The five consortium presidents made the decision that M State will be the fiscal agent for the consortium. Employees will continue to report to their original institution, but all expenses and revenues will be processed through M State. The administrator lead will be GL Tucker from M State. He will be coordinating the overall work of the CWS. The presidents must submit an operational plan to the system by September 1st.
- d. **Strategic Planning** – A meeting has been scheduled to review and compile ideas. (July 12)
- e. **Presidential Evaluation** – Dr. Bona will send out a report of accomplishments and challenges that he plans to present to Chancellor Malhotra. He is asking for review and input from the President's Council.

2. Human Resources – Kristi Lane

- a. **Administrative Contracts Update** – The MSCF contract has been settled, which means administrators will be receiving their merit increases for FY18. This will be completed by July 10th.
- b. **Organizational Chart** – Kristi will send a draft organizational chart to the group for review prior to posting. Brian Huschle plans to be on the TRF campus on Tuesdays. Brian will be moving into Mike's office. Mike will be moving into Carey's old office.
- c. **Position Descriptions** – Kristi is working with supervisors to update the position descriptions for the administrators with revised duties.
- d. **Affirmative Action Plan and Equity and Inclusion Reports** – Kristi is working on these reports. The deadline to submit these reports to the system office is approaching.

3. Marketing Update – Chad Sperling

- a. **CRM Problems** – They are in the final testing stage to ensure all issues have been resolved.
- b. **Virtual Tour** – Contract is up for renewal in July. Web traffic is up from last year. **ACTION:** Chad will send the usage data to the group. The total cost is approximately \$30,000. It is also used for Northland's online orientation. **ACTION:** Chad will research any discount for a longer contract. Overall there was support from the President's Council for the project.

4. **Foundation** – Lars Dyrud was attending a conference at the system office for Foundation leadership. Dr. Bona reported for Lars. They are moving forward with adding a new golf outing. It will be scheduled sometime in September in Red Lake Falls. It will be nine holes. There will be a noon lunch, dinner, and prizes.
5. **Student Services** – Mary Fontes
 - a. Enrollment Update
 - i. FY18 - 2102/ FY17 - 2207
 - ii. FY19 Summer 105/ FY18 106
 - iii. FY19 Fall FYE is 629, ahead of last year at 617
 - b. **Please welcome new employees!**
 - i. Sarah Glimsdahl – Admissions Coordinator
 - ii. Amanda Stebleton – Student Services Specialist
6. **Finance and Facilities** – Shannon Jesme
 - a. **Food Service Update** – Shannon is creating two seasonal positions for the TRF campus. She is making changes in the kitchen regarding shutting down equipment to minimize expenses. The kitchen will no longer be using the fryer or the ovens. She will be meeting with Curtis regarding ideas for the aerospace site. The EGF contract has been drafted and the high school is currently reviewing.
7. **Academics** – Brian Huschle and Deans
 - a. **Business Model Adjustments for Vex and Related Activities in FY19** – Shannon Jesme and Brian Huschle recently attended a meeting regarding growing the Vex program. There are administrative costs associated with the program that must be addressed. Dr. Bona shared that the Vex program is important to the college for marketing and recruiting. Curtis shared that he may know of a grant opportunity that could help pay for some administrative costs. It was recommended that Kirsten Michalke in the COI, coordinate these events.
 - b. **Assessment Academy Project** – Jodi shared that a team of employees attended the HLC conference. They were charged with submitting a project for the Assessment Academy. Their project is to establish a comprehensive assessment plan for the college. This includes student services, facilities, etc, in addition to academics. Dr. Bona will share this initiative with all employees during the fall in-service. **ACTION:** Julie will have this item as a standing agenda item into the future.
 - c. **Fall In-Service** – Jodi expressed concerns regarding the speaker's flight schedule. Her timeline with be tight. It was determined Jodi will reduce Dr. Bona's time to allow for extra travel time.
 - d. **Campus Management Reporting:**
 - i. **Thief River Falls** – Mike reported that the new testing center is being completed. Adult Education has moved into their new space in room 115. The telepresence rooms are being updated over the summer. The concession stand project has started at the MEC.
 - ii. **East Grand Forks** – Jodi reported that the construction projects are on schedule. Bob Gooden had sent out an email to all employees with the updates. He is also carpeting several classrooms. During the last phase of the roofing project, the Fitness Center will be closed.
8. **Policies & Procedures**
 - a. 5019P Vehicle Use Procedure – Approved.
9. **Adjournment** 11:45 a.m.