



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

President's Council Minutes

Thursday, July 12, 2018 from 1:00 p.m. to 4:00 p.m.

Location: **EGF Room 290** (*video to 461B for first hour*)

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

1. President's Report – Dennis Bona

- a. **President's Council Agenda Structure** – After a comprehensive review of all college committees, the opinion of the group was that the Institutional Outcomes Committee (IOC) was redundant with the function of the President's Council. It was suggested to structure the agenda to include *Strategic Planning* as a standing agenda item to ensure the work of the college aligns with the strategic plan. It was suggested we would also embed the strategic plan into the work of the Shared Governance Council and Staff Advisory Council.
- b. **Strategic Planning Update** – Dr. Bona reported that the ideas generated through the IOC, in-person sessions, and online survey have been reviewed. He is working to develop a process to involve all employees in the prioritization of the initiatives for the strategic plan.
- c. **Leveraged Equipment** – The system office is seeking input in the current process for leveraged equipment, as they have underspent the funds for three consecutive years. Northland has been very successful in securing these funds. Shannon is preparing a document with ideas to submit to the system office. Shannon shared that we have been notified that there are extra funds available. Jodi and Shannon are working on submitting a request for \$250,000 additional dollars.
- d. **Academic Coordinator Position** – Karl Ohrn has accepted a position at the system office to coordinate the Perkins grant for the system. His last day at Northland is July 20. Discussion was held regarding his current position duties. It was determined that the Perkins grant coordination will transfer to Anton Bergee. Other duties will be assigned in the near future.
- e. **EGF Library Board Member** – Karl Ohrn served on the board as a representative from Northland. The board meets the last Tuesday of the month at 7:00 a.m. Dr. Bona requested a volunteer to replace Karl on this board. It was determined that Dr. Bona will serve on the board, with Jodi Stauss-Stassen as the backup.
- f. Brian Huschle has been named Honorary Commander at the GFAFB.

2. Marketing Update – Chad Sperling

- a. **Virtual Tour Contract** – Chad shared that the Virtual Tour contract was expiring. He provided data for the traffic on the site, and everyone agreed that this was a valuable initiative. He was able to secure a 20% discount on a three-year contract. The cost will be

divided between marketing (55% 116023), recruiting (30% 115035), and student services (15% 450661) for their online orientation portion. Any new production will be covered by marketing.

- b. **Brand Refresh Project** – Chad presented a proposal to refresh the brand of the college. This does not include changing the logo. It has been ten years since any changes were made. It was determined that Chad would incorporate Phase 5 into Phase 1 and 2. This will include the work of the athletics logo. **ACTION:** Chad will request a revised quote based on the additional work. Chad will begin work on August 1st. Discussion was also held on the current athletic website. **ACTION:** Mike, Dennis, Shannon, Jim, and Chad will meet to determine next steps for the athletic website.

3. Foundation – Lars Dyrud

- a. **Golf Tournament Update** – Lars asked for volunteers for the golf tournament. The tournament is Thursday, July 26th at the Grand Forks Country Club.
- b. **Crowd Funding Platform** – Lars shared that the Foundation is looking into new fundraising platforms. GoFundMe is an example. Looking at establishing a generic account to be used for many areas of college, including fundraising for athletics, scholarships, clubs, etc.

4. Human Resources – Kristi Lane

- a. **Travel Ban Communication** – The system office provided talking points for communication to the college community regarding the travel ban that has been implemented by the Trump Administration. Kristi and Dr. Bona will send something out after the start of the semester.
- b. **Supervisor Sexual Harassment Training** – There will be new training required for all supervisors. More details to come.
- c. **Time Sheets and Expense Reports** – Kristi asked that administrators remind direct reports and staff to submit their timesheets and expense reports by the deadlines.
- d. **Service Centers** – Kristi shared that they are working through the first year of the new process with the service centers. Several glitches to work through.
- e. **New NCTC Employee** – Mike Curfman is the new president of executive committee of the NJAC. Standard practice is that the vice president follows and becomes an NCTC employee. This position will be housed in Rochester. Mike is still working through the details.
- f. **New Food Service Positions** – Position descriptions are waiting for final audit.

5. Student Services – Mary Fontes

- a. **Enrollment Update**
 - i. FY18 – 2101, HC 4535
 - ii. Summer - even with 105 FYE, same date last year
 - iii. Fall 2019 - up 4% college-wide
 - iv. FYE splits with Distance Minnesota have been corrected.
- b. **Per Diem** – Mary shared that a small group met regarding the per diem for recognized club travel. They updated the student life activity form with a per diem request for overnight travel.

- c. **Advisor Training** – Scheduled for Monday July 16, secured a speaker John Emery 1:00 p.m. – 3:00 p.m. Mary invited everyone to attend if schedules allow.

6. Finance and Facilities – Shannon Jesme

- a. **Food Services Contracts** – There is a walkthrough tomorrow with the new vendor to look at any needs in the kitchen. She is working on a new name for the kitchen. If anyone has any ideas, please send to Shannon.
- b. **Rename Bookstore** – Northland Store is the new name for the bookstores. Northland Market is the new name for the kitchen in Thief River Falls.

7. Academics – Brian Huschle and Deans

- a. **Fall In-Service** – Jodi shared the latest draft of the in-service agenda. She will coordinate transportation for the speaker.
- b. **HLC Assessment Academy** – Jodi has submitted the first draft of the project and received great feedback from HLC. She will be sharing the project during the joint meeting with APR/HLC scheduled prior to in-service.
- c. **Campus Management Reporting** - Time did not allow for this item.

8. Policies & Procedures

- a. 1090P Accessing Public Information, New Form – Approved.

9. Adjournment: 4:00 p.m.