



President's Council Agenda

Thursday, August 8, 2018 from 9:00 a.m. to 12:00 p.m.

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

NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

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

Absent: Lars Dyrud, Curtis Zoller, and Brian Huschle

1. President's Report – Dennis Bona

- a. **GFAFB Open House** – Dr. Bona, Brian, and Henry Tweten met with GFAFB leadership. They scheduled an open house for military personnel and their families on the EGF campus on Saturday, September 15th. The purpose will be to showcase the programs available on all campuses. We will provide hot dogs, brats, beans, potato salad, chips, and lemonade. Nicki Carlson and Brian Huschle will take the lead in planning the event. AFSCME and MAPE staff will be offered overtime.
- b. **SGC College Committee Review** – Faculty requested a summer meeting to review the college committees. Dr. Bona brought back their recommendations to discuss with the President's Council for final decision.
 - i. Faculty agreed to disband the Institutional Outcomes Committee and the HLC work group.
 - ii. Add Strategic Planning Committee – Approved.
 - iii. Disband Service Learning Committee – Approved.
 - iv. Add Finance/Budget Committee – It was recommended that administration bring more budget-related items to the current SGC meetings. **ACTION:** Shannon is going to look into what other colleges are doing and make a recommendation.
 - v. Invite faculty to campus management meetings – It was determined that this supervisor work group is not a decision-making body and only discusses the day-to-day activities of the college, as well as several confidential matters. Faculty would not be invited, but relevant information would be shared during SGC meetings.
 - vi. Invite Faculty to Student Affairs Departmental Meetings – Approved. Add two faculty and one academic dean from each campus.
 - vii. Add Assessment Academy Workgroup - Approved. This new work group will meet jointly with the Assessment and Program Review Committee. Brian will be the management lead, and Jodi will chair.

2. Strategic Planning – Dennis Bona shared the next step in the strategic planning process is having employees complete a survey, marking their top five choices in each category. This will be distributed during the fall in-service.

3. Marketing Update – Chad Sperling

a. Virtual Tour New Production/Schedule

- i. 2018 - TRF campus: Student Center, student housing, UAS, and new location of electronics program.
- ii. 2019 – EGF campus: new science labs, new OTA labs, manufacturing lab, and fitness center. Approved.

- iii. Timeframe October 29th – Two day process
- b. **Athletics Rebrand Proposals** – Chad received quotes to include the athletic rebrand.
 - i. Athletic Logos - \$9000 – Approved.
 - ii. Additional add-ons, team apparel - \$3900 – Approved.
 - iii. Redesign Jerseys - \$ TBD. Approved... Pending final quote.
 - iv. Marketing will support general college brand refresh. Shannon will determine source of funds for athletics branding.
- c. **Email Profile/Directory Photos** – Employees are using various pictures in their email profiles that lack professionalism: cats, selfies, cars, misc. It was determined that only the professional NCTC photos are allowed in employee profile pictures.
ACTION: Dr. Bona will send out an email to all employees. Marketing will take pictures if needed.

4. **Foundation** – Lars Dyrud

- a. **Student Housing** – NCTC Foundation had an agreement with Digi-Key to house construction workers for a limited period of time. After additional review of the contract, it was discovered that the Foundation would lose their tax exemption status if they leased to the general public versus students. This has opened a building for additional student housing.
- b. **Golf Tournament** – Dr. Bona shared that the golf tournament was a success. They raised more scholarship money than the previous year. There will be another golf tournament in September in Red Lake Falls. They are still in the planning stages.

5. **Human Resources** – Kristi Lane

- a. SkillSurvey/References – Kristi shared that HR has purchased this software. They feel they are getting better results with this online method versus telephone calls.
- b. Cook Coordinator – This position has been offered and accepted.
- c. Administrative Support Faculty position - HR is making an offer today.
- d. Communications Coordinator – Closes August 9th
- e. Health simulation Coordinator – In progress.

6. **Student Services** – Mary Fontes

- a. Enrollment Update – up 2% from last year for fall. Headcount was 2670, and this year is 2765. Summer is even or up slightly.
- b. College Knowledge Month (October)/Free Application Week (October 22-26) – Approved. There was discussion regarding eliminating the application fee. **ACTION:** Mary will look at option to credit account for a gift card in the bookstore or a possible tuition credit.

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

- a. **Grant Procedures** – Shannon shared NCTC's process when applying for grants. The process includes a form that faculty would complete and have the supervising dean bring to President's Council. She plans to share this process with the grant writer for Distance MN. Shannon will be communicating with the grant writer that work does not begin on grant proposals without approval from the President's Council.

8. **Academics** – Brian Huschle and Deans

- a. **Grant Proposal** - Jim requested approval to submit a \$5000 grant for a Commodity Course for Women through Polk County. The proposal is due August 17th. It is a one credit, seminar style located on the EGF campus. Approved.
- b. **Institutional Work Study** – James Retka requested that an institutional work-study position be created and prioritized to assist the athletic coordinator. A single position of assistant to the athletic coordinator as a priority position was approved.
- c. **Fall In-Service** – Jodi shared the final agenda and final items were discussed.
- d. **Campus Management Reporting** – No Reports.

9. Policies & Procedures - None

10. Adjournment 12:00