



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

President's Council Minutes

Wednesday, September 5, 2018

9:00 a.m. to 12:00 p.m.

Location: **EGF Room 290/662**

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

1. President's Report – Dennis Bona

- a. **Interview with KTRF Key Teeters** – Dr. Bona plans to talk about the increase in enrollment and Northland making the list as fifth best community and technical college in the nation.
- b. **GFAFB Career and College Day** – Dr. Bona shared details about the upcoming Grand Forks Air Force Base Career and College Day. We have invited the Airmen and their families to tour the college and learn more about program offerings. Childcare will be provided for those 12 months and older. So far over ten different academic programs have signed up to showcase their program. Dr. Bona encouraged anyone who is interested in representing their program to contact Brian Huschle. The event is scheduled for Saturday, September 15, 9:00 a.m. – 12:00 p.m. on the EGF campus. Lunch will be provided as well.
- c. **Student Appreciation Day** – The Equity and Inclusion plan states that NCTC will conduct an administration meet and greet for all students to welcome them to the college and help make them feel that they are a part of the college community. It was determined that an event will be held on each campus, including the Aerospace site. They will be called Student Appreciation Days. Student clubs can set up booths and recruit members. The Foundation will set up a booth and share information about scholarships. The events will take place over the noon hour, with administration serving hot dogs, chips, cookie, and a beverage.
 - i. TRF Student appreciation Day – Tuesday, September 25
 - ii. EGF Student Appreciation Day – Wednesday, September 26
 - iii. Aerospace Student Appreciation Day – Friday, September 28
- d. **EGF Community Foundation 20th Year Celebration Event** – Dr. Bona is not able to attend and asked that NCTC be represented. Thursday, Nov. 15th at 5:30 p.m. **ACTION:** Julie will make reservations for those interested.

2. **Strategic Planning** – The survey results have been tabulated and will be shared with the Shared Governance Council at the September 6th meeting. The next step is to form a Strategic Planning committee and begin reviewing ideas to determine impact and cost to implement. **ACTION:** Julie will send the list to the President's Council.

3. Marketing Update – Chad Sperling

- a. **Communications Coordinator** – The search process is complete. Chad expects an offer to be made this week.
- b. **College Brand Refresh Update** – The project is moving forward. The firm is conducting a brand audit at this time. They will begin with focus groups/surveys of the college

community. When the athletic project begins, it will be a college-wide process, seeking input from both the TRF and EGF college community.

4. Foundation – Lars Dyrud

- a. **Red Lake Falls Golf Tournament** – Lars is looking for volunteers for the golf tournament on September 13. He is working on gathering sponsors and team registrations.
- b. **Scholarship Ceremonies**
 - i. EGF Scholarship Ceremony – Wednesday, September 19
 - ii. TRF Scholarship Ceremony – Thursday, September 27
- c. **Student Housing** – Student housing only has 14 beds open, the fullest it has ever been.
- d. **Early Scholarships** – Lars is working with recruiters distributing early recruitment scholarships now for next fall.

5. Human Resources – Kristi Lane

- a. **Issues with NEOgov** – Kristi shared she had to leave the meeting at 10:00 a.m. to attend a conference call with the system office regarding issues with NEOgov.
- b. **Pay Period ending Sept. 18** – Career steps will be processed for MSCF members.
- c. **Marketing Position** – In progress, planning to make an offer this week.
- d. **CLA** – Search in progress.
- e. **Position Audits** – There are a few position descriptions that have been sent to the system office for audits. The position for Marketplace (purchasing) and the fitness center on the TRF campus is a new part-time seasonal position and will be posted next week.

6. Student Services – Mary Fontes

- a. **Enrollment Update** – FYE 1021 today – Last year 966 – up 6%
- b. **Program Enrollment** – Discussion was held on various program enrollments.
- c. **Degrees When Due Initiative** – Mary shared that Northland will participate in this reverse transfer initiative offered to all institutions by the system office. Brian, Mary, and Lisa Bottem are starting the work and will invite more people if necessary.
- d. Revised: ID and Badge Meeting Recommendations – Mary brought forward recommendations from a small group regarding the future of student ID cards:
 - i. Move ID printing to libraries – It was determined that it will be kept at the current locations – Front desks.
 - ii. Discontinue Mass Production – only make ID cards when necessary. Examples: badges for clinical requirements, library cards, vehicle access – Approved.
 - iii. Determine alternative library card – It was determined to continue using the student ID.
 - iv. New equipment needs to purchased. Approved\$9150
 - v. Employee ID's processed through facilities on respective campus. Continue as is.
 - vi. Student Work-study process will continue as is.
- e. Alerus Center Booth – Northland will be hosting a booth at the Alerus Center during Business After Hours on September 13th.

7. Finance and Facilities – Shannon Jesme

- a. **Susan Anderson** – Shannon shared that she will be inviting Susan Anderson from the system office to explain the allocation process to President's Council. It was recommended that faculty be invited to a presentation as well.

8. Academics – Brian Huschle and Deans

- a. **Collaboration Speed Meet Event 9-24-18** – Brian shared that there will be an idea generation event in St. Cloud coming up in the near future. The system office is requesting two people from each institution. Let Brian know if you are interested in attending.
- b. **NSF Advanced Technical Education Grant** – Brian shared details about a new NSF grant that Northland will be pursuing. The grant is for new and emerging technologies. This President's Council approved pursuing this grant. Due October 15.
- c. **Welcome Community Road Map/NCTC Involvement** – Brian Huschle shared that Northland has been invited to participate in a Grand Forks city initiative. He has been asked that Northland be the lead organization for one of the strategies, to increase opportunities to advance. The focus will be on reaching out to immigrant populations regarding college enrollment. It was agreed that this would be a good project for Northland to be involved. Approved.
- d. **Campus Management Reporting:**
 - i. **Thief River Falls** – Mike gave a brief campus update: head start will be starting next week, the testing center is up and running, road construction work is almost complete, and the concession stand at the MEC building has been finished.
 - ii. **East Grand Forks** – Jodi shared that the science labs projects were delayed, but that faculty are now moving in. The final punch list is to be completed by Friday, September 14th. The Rad Tech lab will be completed by next Friday. **ACTION:** Dr. Bona asked that additional parking east of fitness center be added to the EGF campus management agenda.

9. Policies & Procedures – None.

10. Adjournment – 11:57 a.m.