



## President's Council Meeting Minutes

Wednesday June 22, 2016

9:00 a.m. - 12:00 p.m., Room TRF #217

**Present:** Dennis Bona, Mike Curfman, Shannon Jesme, Jodi Stauss-Stassen, Sheila Bruhn, Mary Fontes, Kristi Lane, Chad Sperling, Carey Castle, Brian Huschle, Jim Retka, and Julie Fenning.

**Absent:** Curtis Zoller

### 1. President's Report – Dr. Bona

- a. **Minnesota State** – Dr. Bona shared that MnSCU has announced its new name, "Minnesota State". He shared that we can continue to use existing materials, but will need to update when ordering new items. Any signage should be updated as well. **ACTION:** Chad will update the website and create a plan for updating signage.
- b. **Charting the Future** – Dr. Bona shared that the final report for FY16 has been submitted. **ACTION:** Dr. Bona will forward to the council. He shared that he participated on a small team of presidents tasked with creating an implementation plan for FY17. Several objectives were identified to be completed by the end of FY17 in each of the categories. Initiatives were assigned work groups.
- c. **Service Award Pins** – The council reviewed various pin options. Final decision was to place the gems across the top of the pin. **ACTION:** Julie will place the order for the pins. The pins will be presented to employees at the fall in-service.
- d. **Care/Cheer Funds** – These funds are donated by employees. It was discussed that there were different processes on each campus for managing employee special events/occasions. **ACTION:** It was agreed that Julie will convene a small group to work out a college-wide process. The proposed process will be reviewed at the next President's Council meeting.
- e. **Leadership Council Update** –
  - i. Dr. Bona gave a brief update regarding Chancellor Rosenstone's goals prior to his retirement:
    1. Charting the Future
    2. Step-up oversight of succession planning
    3. Reorganize the Leadership Council Executive Committee, obtaining stronger representation from community colleges

### 2. Student Services – Mary Fontes

- a. **Counselor in EGF** – Mary Fontes shared that currently there is no counselor on the EGF campus, due to Kate Schmalenberg being on a phased retirement plan. Mary has taken some of Kate's advising duties, as well as some counseling duties. Student Services will continue this, as well as utilize Kelsy Blowers in TRF, until Kate's return in mid-July.
- b. **Student Code of Conduct vs Northland Foundation Housing** – Mary shared that after a conversation with Scott Goings at Minnesota State, it was determined that Clery Act reporting requirements are separate from student conduct concerns. It was agreed that Foundation employees are to report the activities/statistics required under the Clery Act using the crime reporting form, and directly address behavior concerns with student tenants. Only if/when the behavior is reported to a college employee or becomes an issue on campus, will a student conduct investigation begin. Resolved.

- c. **Missing Person Policy and Procedure (HEOA)** – Mary shared that with the new student housing, additional activities are required under the Clery Act. **ACTION:** Shannon will schedule a meeting with the security task force to establish a missing person policy and procedure and address the fire safety requirements.
- d. **Mandatory PETSA Training for Students** – Mary provided an update on the required sexual violence awareness training for students this fall. She was requesting input regarding which students should be required to take the course. The Minnesota State definition stated any student seeking a degree or certificate, attending one or more classes, or participating in any activities on campus. The students must take the course within ten business days, or a hold will be applied to their account, preventing them from registering for the following term. She shared that some colleges require all students to take the training. It was agreed that all students would be required to take the training, excluding OCHS and CHS. Mary will work with Karleen Delorme to make sure these students can be excluded. A group facilitated by Lisa Bottem will be meeting this summer to coordinate our student PETSA compliance efforts.

### 3. **Academics – Carey Castle and Deans**

- a. **Roseau Site** - Mike Curfman gave a brief update regarding the renovations of the technology at the Roseau site. He is working to get more activity in Roseau.
- b. **Achieving the Dream** – Dr. Bona provided an update on the conference he attended with Brian Huschle last week. The sessions started at 7:30 am and lasted until 8:00 pm. During this conference, the Distance Minnesota consortium was awarded a \$300,000 grant over three years, to develop degree programs that use open educational resources.
- c. **Simulation Trailer** – Jodi Stauss-Stassen shared that the health programs no longer need this trailer for academic reasons. Carey Castle requested a tour of the trailer to see if it would work for another program. Shannon shared that this was purchased out of the general fund, and that there were no restrictions regarding selling or repurposing.
- d. **MMA Supervisors Group** – Brian asked for input regarding encouraging a MMA supervisor group. The council felt the group could be valuable for the members.
- e. **Formalizing Staff (MMA, MAPE, AFSME, and management) Mentoring Program** – Brian shared that faculty have a formalized mentoring program. Would it be valuable to have a formalized program for staff? The group felt that to be successful the program would need a champion to coordinate. More discussion is needed. **ACTION:** Julie will add to the next President's Council agenda.
- f. **Fall In-Service** – Mike Curfman shared a draft agenda. He requested everyone to email him any ideas or concerns.
- g. **FBM Update** - Jim Retka shared that the MAELC grant deadline is July 15<sup>th</sup>. He is working on obtaining data for FY10 – FY16. Jim also shared that new instructors have been hired for next year, and that he is assigning them each a mentor, as several of them are coming from outside academia.

### 4. **Finance and Facilities - Shannon Jesme**

- a. **Budget Update – Handouts**
  - i. Shannon Jesme provided handouts showing the current and projected budget through FY18. Dr. Bona shared that the team should review non-personnel budgets and make recommendations for reductions.
- b. **Housing Loan Program**
  - i. Shannon made a recommendation to eliminate the self-funded, housing loan program. Currently students are able to request up to \$1300 for a housing loan. There has been difficulty collecting on these loans. With the new student

housing, only \$350 is required for a deposit, and these housing loans will not be needed. The President's Council agreed to suspend the program for fall 2016.  
Resolved.

**5. Foundation – Sheila Bruhn**

- a. Student Housing Project Update** – Sheila Bruhn reported that there has been good progress with the renovations. She shared that the costs are coming in higher than anticipated. She requested that any questions be directed to her or Lars.
- b. Golf Tournament** – Sheila provided an update on the upcoming golf tournament on July 28<sup>th</sup>. Currently have 12 sponsors and 14 teams signed up.

**6. Marketing – Chad Sperling**

- a. YouVisit Contract Renewal** – Chad provided a quote for the renewal of the YouVisit agreement. It was agreed to renew for next year. More discussion is needed regarding sharing the cost between departments. **ACTION:** Julie will add to the next President's Council agenda.

**7. Human Resources – ACTION:** Kristi Lane will send an email to the President's Council regarding the following topics:

- a.** Personnel Update
- b.** Travel Forms
- c.** Investigative Process
- d.** Summer Arbitration Award
- e.** FMLA
- f.** TSM

**8. Policies & Procedures – None.**

**9. Adjournment: 1:00 pm**

**10. Next Meeting: July 13, 2016**