

# President's Council - Minutes

Thursday, February 16, 2017, from 9:00 a.m. to 12:00 p.m.

Location: **TRF Room 662/EGF Room 290**



**Present:** Dr. Dennis Bona, Carey Castle, Shannon Jesme, Kristi Lane, Mike Curfman, Jim Retka, Curtis Zoller, Jodi Stauss-Stassen, and Julie Fenning (recorder)  
**Absent:** Brian Huschle

## 1. President's Report – Dr. Bona

- a. **Membership** – Dr. Bona shared that Lars Dyrud and Chad Sperling will no longer be regular members of the council. They will attend as needed. Jim Retka will attend for the first hour of each meeting. **ACTION:** Julie will schedule video conferences for all EGF meetings so Jim can attend the first hour.
- b. **Business Hours** – This item has been an issue for a long time, with inconsistencies across the departments within the college. Kristi has researched other institutions in the area and within Minnesota State. The request was to change the standard business hours from 8:00 a.m. – 5:00 p.m. to 8:00 a.m. – 4:30 p.m. Supervisors may still approve schedules outside of business hours on a case by case basis, as long as offices are covered from 8:00 a.m. – 4:30 p.m. **ACTION:** Kristi will send an email to the college community with a start date of the following pay period.
- c. **Chancellor update** – There was a failed search for the new chancellor. There has been an interim chancellor appointed beginning August 1, 2017. Dr. Bona shared that he has heard great things about Dr. Malhotra and is looking forward to working with him this next year.
- d. **Workforce Solutions Strategies** – Jim provided a brief update on the progress of the workforce solutions initiative. The progress has slowed in the last month. It appears that there is significant push back regarding centralizing the program. Jim shared that there will be a report next week. **ACTION:** Dr. Bona wants to schedule a meeting with Jim after this meeting to better prepare him for Leadership Council next March 6 and 7.
- e. **Budget Reduction Discussions** – Dr. Bona shared that new budget projections have helped reduce the target by \$200,000. Non-faculty positions have been finalized and employees will be notified once all the HR work has been finalized. A new faculty retirement was announced, which will be affecting the budget as well.
- f. **Grant Submission Notification** – Jim shared a new grant application that he and Curtis are pursuing on behalf of the regional watershed districts in the northwest part of the state. The grant is to develop terrain models as engineering practices are starting to use small UAV's for managing watershed projects. We currently have these employees doing this work partnering with the businesses, and farmers in the region. **ACTION:** Dennis wants an update on this project in the near future.
- g. **NSF Grant Proposal** - This is the third grant award from National Science Foundation, further developing the collaboration with SCSU. Curtis is working to submit modification documents adjusting for the budget. NSF wants to build capacity and subject matter experts. **ACTION:** Shannon needs to work on the conflict of interest policy to ensure compliance with this grant.

## 2. Student Services – Mary gave an update on enrollment

- a. FY17: 2218 FYE
- b. FY16: 2220 FYE
- c. FY17: Head Count 4783
- d. FY16: Head Count 4821

## 3. Human Resources – Kristi gave a brief update on current progress of several position descriptions.

- a. **Staff In-Service** – The staff in-services will be March 30<sup>th</sup> in the afternoon on one campus and March 31<sup>st</sup> in the morning on the other campus. She is working to secure a presenter that Alexandria Tech recently had. The presenter was well-received and the fee is covered by a grant.

**4. Academics – Carey Castle and Deans**

- i. **Strategic Planning Update** – Carey Castle shared that he is working on a quote to secure a facilitator for writing the mission, vision, and goals. He will provide updates as he works through the process.
- ii. **New OER Grant** – Carey shared that we were awarded funding from Minnesota State for additional OER opportunities for faculty. This grant is in addition to the Distance MN grant.
- iii. **18-19 Calendar** – Jodi and Kristi are meeting with faculty presidents regarding the 18-19 academic calendar this week. Dr. Bona shared that he was not willing to reduce the number of student contact days and did want three in-service days. An update will be provided at the next meeting.

**b. Campus Management Reporting:**

- i. **Thief River Falls** – Mike Curfman
  1. **Travel Requests** – Recommendation from campus management is that site to site travel does not require travel request forms. EGF and TRF campus, Roseau, Aerospace. Approved. **ACTION:** Kristi will send an email to all employees. An additional meeting needs to be scheduled to determine additional locations where this form may be waived. Volunteers included Shannon, Carey, Kristi, Mary, Mike. **ACTION:** Julie will schedule this meeting in April.

**5. Adjournment 12:00 p.m.**