

# President's Council Minutes

Wednesday, May 31, 2017 from 9:00 a.m. to 12:00 p.m.

Location: **TRF Room 662**



**Present:** Dr. Bona, Carey Castle, Mary Fontes, Mike Curfman, Jodi Stauss-Stassen, Brian Huschle, Shannon Jesme, Curtis Zoller, Kristi Lane, Lars Dyrud, and Julie Fenning, recorder.

**Absent:** Chad Sperling and James Retka

## 1. Finance and Facilities

- a. **Differential Tuition Increase** – Shannon Jesme provided handouts on the proposed differential tuitions for various programs along with the rationale for the increase. We currently have an opportunity to increase these rates at this time. Dr. Bona has looked at other programs that might benefit from differential tuition, and will be communicating his request to Minnesota State. Adding a differential tuition rate to programs that require extensive supplies, would have a significant impact to the budget. Concerns were expressed regarding standardizing program rates system-wide and the importance of unique programs.
- b. **Budget Summary** – Shannon provided an update on the FY18 and FY19 budgets with the new numbers from the results of the legislative session. While some numbers are still yet to be finalized, Dr. Bona shared that we will not need any personnel cuts for FY2018 and FY2019. Shannon is working to have FY18 purchasing open by June 10<sup>th</sup>.
  - i. The following positions have been incorporated into the budget
    1. Admissions Specialist – Shelly Enzenhauer position – vacant
    2. Academic Success Center - Academic Professional 1 – new position
    3. Aerospace/NAF Admin Assistant -- .5 FTE – Amber Beito position
- c. **FY18 Budget Requests** – **ACTION:** Shannon will provide an update on the budget requests submitted by employees at the next meeting.

## 2. Human Resources - Position Updates – Kristi Lane

- a. **UAS Subject Matter Experts (SME)** – Currently working on position descriptions. These positions will be a part of the new project with Grand Sky.
- b. **Aerospace OAS** – This position description will not change, with the exception of the graduate follow up surveys becoming solely the responsibility of this position. This position will be partially funded as part of the new project with Grand Sky.
- c. **Testing Center** – Summer proctoring coverage includes Tara Harstad, Amber Beito, and Amanda Johnson for the eight days it will be open during the summer. Position descriptions will need to be updated for future testing responsibilities. Curtis shared that Amber and Lynn are willing to serve as back up proctors throughout the summer if needed.
- d. **Academic Coordinator** – This position has been classified as an Academic Professional 3. This position will be partially funded by Minnesota State.
- e. **Safety Officer Position** - Making an offer today on the safety position.
- f. **FBM positions** – Assignment reduction options have been proposed; HR is waiting for a response. Another FBM faculty retirement has been announced, with the employee returning as an adjunct instructor.
- g. **Housing Position** – Still in discussions regarding the need for weekend and evening support.
- h. **Marketing Position** – The individual has accepted the position and will begin June 12.

## 3. Academics – Carey Castle and Deans

- a. **18-19 Academic Calendar** – Dr. Bona shared that administration and faculty are not in agreement with the proposed 18-19 academic calendar. This will result in defaulting to last

year's calendar. However, administration and faculty are not in agreement with how the default calendar should look. More discussion is needed.

- b. **Strategic Planning Update** – Carey Castle invited Delore Zimmerman, the facilitator from Praxis, to review the results from the recent survey to students and employees with the President's Council. The upcoming planning sessions were discussed, and a date was chosen for the staff session. The faculty and community sessions will be scheduled in September/October.
- c. **Academic Coordinator Position Update** – Carey Castle shared that this position has been classified. They are working through the details with Karl Ohrn and Minnesota State.
- d. **Fall 2017 In-Service** – Brian Huschle shared that the schedule for the keynote speaker has been finalized and he is working to update the agenda to share at the next meeting.
- e. **Campus Management Reporting:**
  - i. **East Grand Forks** – Brian Huschle shared that the OTA lab and fitness center project planning is underway.
  - ii. **Thief River Falls** – Mike Curfman did not have any updates.

#### **4. Student Services – Mary Fontes**

- a. **FY17 Enrollment** – 2227 FYE – up seven from last year. Headcount down 43, still waiting on final numbers from FBM.
- b. **Summer 2017** – Currently down by one FYE, and down one headcount.
- c. **Fall 2017** - Currently up 12 FYE, down 21 headcount

#### **5. Policies & Procedures**

- a. 3340P – This procedure was updated based on legislative requirements. Approved.

#### **6. Adjournment: 11:30 a.m.**