



## President's Council

Wednesday, February 20, 2019

9:00 - 12:00 p.m.

Location: TRF Room 662/EGF Room 290

## Meeting Minutes

**Present:** Dennis Bona, Shannon Jesme, Brian Huschle, Kristi Lane, Mary Fontes (EGF) Mike Curfman, Jim Retka, Curtis Zoller, Lars Dyrud, and Julie Fenning (recorder).

**Absent:** Chad Sperling

### 1. President's Report – Dennis Bona

- a. **Governor's Budget** – Dr. Bona shared details about the governor's budget. \$150 million was proposed for HEAPR funds and only 1/3 of the requested operating expenses were proposed. The governor did not require a tuition freeze.
- b. **Proposed COI Position** – Dr. Bona shared that with new Workforce Solutions consortium model, there is a need for an additional position on the EGF campus. This position would include sales and managing the Nurse Assistant program. Kirsten Michalke is now the point person for the Workforce Solutions consortium. Jim will have less responsibility in COI but will continue to supervise the department.

### 2. Action Items

- a. **2015 Data Privacy Policy** – Mary Fontes shared a revised draft of the 2015 Data Privacy policy. The changes were directed by Minnesota State. **The change was approved.** The policy will also be reviewed by the Shared Governance Council.
- b. **3340P Assessment for Course Placement** – Brian Huschle shared a revised draft of the 3340 procedure. There are no changes to the policy. The changes include converting to the scoring scale of NextGen. This procedure change was reviewed and supported by AASC. **Approved by President's Council.**
- c. **Personnel Request** – Brian requested that an existing part-time temporary position in Sociology be converted into a full-time unlimited position. This position is currently and will continue to be based on the TRF campus. **Approved.**
- d. **Rebrand Rollout Process and Priorities** – Shannon and Brian shared that currently, employees are expressing concerns regarding replacing items with the old logo. Due to the fact that there are not funds to replace everything at one time, it was determined to establish a list of items that need to be updated with the new logo, and prioritize them. Simple and inexpensive changes will be made first, with the other replacements happening as things replaced. Chad has notified the system office of our changes, and the new logo will be integrated into all new marketing materials. Discussion was held regarding a session with athletics to review the athletic crests, logo, and mascot. **ACTION:** Jim will reach out to Chad to conduct a training session for athletics on the new brand system after the employee launch parties and after the brand guidelines have been finalized. Shannon will connect with Chad regarding the trademark process.
- e. **Respectful Workplace** – Kristi shared that the system office has mandated that all Minnesota State institutions offer respectful workplace training. It was determined that this will be mandatory for all employees. Deadline to complete will be April 15, 2019.

### 3. Discussion Items

- a. **Grant Process for the College** – Brian Huschle shared the current standard operating procedure for managing grants. The process currently in place is not being followed, and several items need to be revised. **ACTION:** It was agreed that Shannon would convene a small group to revise the SOP and present to the President's Council. Members of the group include: Shannon Jesme, Brian Huschle, and Curtis Zoller.

### 4. Informational Items

- a. **Grant Update** – Curtis has received the impression that NSF is seriously considering the grant proposal from Northland. If Northland is awarded the grant, he will need assistance from the team to get processes in place to ensure compliance.
- b. **Foundation Update** – Lars shared that the Foundation has contracted with Wes Stainbrook to work on various projects, including the capital campaign and crowdfunding platform. He will be housed on the EGF campus, but will travel to TRF as needed. The contract is for six months.
- c. **Rebrand Update** – Dr. Bona shared that the brand launch parties have been scheduled. Pizza and beverages will be served!
  - i. TRF Launch Party, March 6
  - ii. EGF Launch Party, March 7

### 5. Adjournment 11:11 am