

# President's Council

Wednesday, April 10, 2019

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

Location: **EGF Room 290 (662)**

## Minutes

**Present:** Dennis Bona, Mike Curfman, Lars Dyrud, Shannon Jesme, Brian Huschle, Curtis Zoller, Chad Sperling, Kristi Lane, Jodi Stauss-Stassen, Mary Fontes, and Julie Fenning (recorder). Stacey Hron, Director of Technology (guest for 1- c)

**Absent:** Brian Huschle

### 1. President's Report – Bona

- a. **GF – EGF Flooding** - Two bridges have closed leaving only the Kennedy bridge open. Currently there are no concerns regarding its closure.
- b. **BGEA Chamber Meeting Presentation** – Dr. Bona shared details about a presentation on geo-fencing. Local retailers can now tell where you are, where you went, what stores you are shopping in, and what you are buying. Demographic information is known by retailers as well.
- c. **IT Web Server/CMS** – Stacey Hron presented an offer she received from the system office to house the Northland website on their server (cloud-based) at no cost. They have also offered to share their license for their Content Management System (CMS) Cascade at a minimal cost. Stacey shared that the current server housing the website is outdated and there is a strong possibility that it will fail soon and Northland's website would crash. In addition, Northland does not currently have a CMS. She is recommending that we take advantage of this opportunity. Chad has not reviewed the proposal but agreed that a cloud-based server was a good direction. Two questions: 1) Should Northland move the website to the system office's cloud-based server? **Yes. Approved.** 2) Should Northland implement the Cascade CMS? Chad requested time to research Cascade further to ensure it was capable of everything he needed for the new Northland website in the future.  
**ACTION:** Stacey and Chad will meet to discuss details.
- d. **Leadership Council Update** – The next Leadership Council is coming up in May. The focus will be on the House and Senate proposals and how they will affect our allocation. Senator Mark Johnson has scheduled open forums in the area, which Dr. Bona will plan to attend at least one session.
- e. **Thief River Falls State of the City Event** – Dr. Bona shared that the event went well as far as the facilities, food, etc.; however, there are several changes that will be made for next year's event including shorter speeches, picking a date later in the year, and possibly a different time of day. Dr. Bona shared that we also need to encourage more Northland staff and faculty to attend.
- f. **HLC Debrief** – Dr. Bona, Mary, Shannon, Brian, Mike, Jodi attended the HLC conference in Chicago. They met with Northland's HLC liaison, who felt confident in our status. The team is continuing work to write the assurance report.

### 2. Action Items

- a. **Summer Hours** – Jodi brought forward this item from the EGF Campus Management team. There have been questions regarding the summer hours for this year. Last year the

- hours were Monday – Thursday, 8:00 a.m. – 4:30 p.m. and Friday, 8:00 a.m. – 2:30 p.m. Employees could make up the extra two hours during the week, by coming in early or staying later, or taking vacation. The President’s Council agreed that overall employees appreciated the shorter Fridays and that it would be a hard close at 2:30 p.m. again this summer. **Approved. ACTION:** Kristi will send an email to all employees.
- b. **Northland Trademarks** – Chad met with Sarah McGee from the system office regarding trademarking Northland’s new brand items. He provided a handout with the proposed federal and state trademarks. **Approved as presented. ACTION:** Shannon will find funds for the fees and work with Chad to finalize the process.
  - c. **Committee Meeting Minutes on Web page (add groups – Division Chairs, CHS, etc.)** Jodi presented this item for Brian. He requested input regarding any other committees, workgroups, that should be posting their minutes on the college committee website. **ACTION:** It was determined that Brian would bring a list of proposed committees/workgroups to the President’s Council to determine if we need to update the Master Committee Chart.
  - d. **College Dept/Committee Review of Assurance Argument** – Jodi presented this item for Brian. Brian has sent the draft out to Academic Affairs and Standards Council, Shared Governance Council, the Fiscal Committee, and the Academic Program Review Committee. He is requesting that everyone on the President’s Council also review it. He asked for input on any other groups that should review it. It was agreed that students or community members would not see the draft until it was in more final form.
  - e. **Co-curricular Assessment and Planning** – Mike presented this item for Brian. He shared that the HLC is changing criterion and focusing on assessment of co-curricular activities. There is a shift in priority of how students are doing in more than just academics. Northland is already assessing service learning, with the next area to write about is athletics. Other ideas included student government and student life.

### 3. Discussion Items

- a. **College-wide Branding** – Chad is working on finalizing the draft of the brand guidelines. He has received multiple requests to implement the new brand in various spaces on campus. He is proposing to add a section in the brand guidelines for environmental branding as well. This would include branding specific sites for a Northland look and feel throughout the campuses. Chad shared that this idea was repeated often by students and employees during the discovery phase of the brand refresh project. Space ideas included the athletics area and the bookstores on each campus. **ACTION:** Chad and Shannon will meet to develop proposed guidelines and bring back to Presidents Council.
- b. **2020 Admissions Policy and 2020P Admissions Procedure** – Mary Fontes brought forward a proposal to waive the application fee permanently. Student Services will find the capacity if there is an influx in applications. **Approved. ACTION:** Mary will update the policy and procedure and will implement as soon as possible.
- c. **PSEO Admissions Requirements and “Space Available” Registration**  
**PSEO Admissions Requirements** - Mary shared that her team has streamlined the PSEO process. Nic Thompson is the assigned PSEO advisor in EGF, with Sarah Glimsdahl as the backup, and Lisa Gunderson is the assigned advisor in TRF, with Jackie Kuznia as the backup. Mary asked for a decision from President’s Council regarding when a high school student does not fill out the proper paperwork for the PSEO process, how should their bill be managed. Two options include: billing the student directly or dropping the student from the class. Mary’s team recommended to drop the student from the course.

President's Council supported their recommendation. Students who do not complete the proper PSEO paperwork, will be dropped from the course. **Approved.** **ACTIONS:** Deans need to meet and review which courses PSEO students are not allowed to attend. Julie will schedule a meeting soon with Mary and the academic deans.

**Space Available** - In the MN Statute, PSEO students may participate on a space available basis. Mary's team recommended restricting registration of PSEO students until six weeks after registration opens. It was determined that the delay would be four weeks. May 1<sup>st</sup> for fall registration and November 15<sup>th</sup> for spring registration. **Approved.**

- d. **Poverty Summit in Grand Forks on April 25, 2019** – Mary Fontes is planning to attend. If you are interested in attending, you will need to preregister. **ACTION:** Mary will send information to President's Council.
- e. **Foundation Scholarship Committee** – Lars shared that there are scholarship committees on each campus. He is needing more volunteers. This activity is a part of the employee's regular work hours – looking at 6-10 hours per year, mostly in November and April. Supervisors will need to approve participation. No overtime or after hour work will be permitted.
- f. **NSF Committee Visit in May** – NSF Grant team will be onsite for a visit – expecting a two-day visit around May 22-25. Members of the President's Council will need to be present during this visit. Havie Lee will be planning the event.

**4. Informational Items – None.**

**5. Adjournment 11:44 a.m.**