



## President's Council

Wednesday, June 19, 2019

9:00 a.m. – 12:00 p.m.

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

### Minutes

**Present:** Dennis Bona, Kristi Lane, Lars Dyrud, Mary Fontes, Jodi Stauss-Stassen, Chad Sperling, Mike Curfman, Brian Huschle, Shannon Jesme, James Retka, and Julie Fenning (recorder).  
**Absent:** Curtis Zoller

#### 1. President's Report – Bona

- a. **Leadership Council Update** – The July Leadership Council will be a retreat and a joint Board of Trustees meeting. They will be working through the next phase of Reimagining Minnesota State.
- b. **Chancellor's Visit** – Chancellor Malhotra is making a tour of the state with the purpose to highlight the workforce development scholarships. He plans to visit both campuses on July 9<sup>th</sup>. Dr. Bona asked that the President's Council be present on their respective campuses. More details to come.
- c. **President's Council Format/To Do List** – Dr. Bona would like to return the individual updates to the President's Council agenda format. Items that need discussion or action will be listed on the agenda. The last half hour of the agenda will be dedicated to individual/department informational items. Each member will be given two minutes for this update.

#### 2. Action Items

- a. **EGF Cold Storage Building** – Jodi Stauss-Stassen brought forward from the EGF Campus Management team that the 800 building/cold storage might not be structurally sound. In addition, it needs a new roof, as the shingles need to be replaced. The request was to have a structural engineer inspect it to ensure it is structurally sound. **ACTION:** Shannon will connect with Bob Gooden to schedule this inspection.
- b. **Tennis Courts** – The bid came in too high to upgrade the tennis/basketball courts on the TRF campus. The new recommendation from the Facilities/Technology Committee is to reduce four tennis courts to two and paint one of them for pickle ball. They will also be moving the fence and use the space for parking misc. college vehicles. **Approved.**
- c. **Recycling** – Shannon Jesme recommended that we fund the ODC part-time, temporary recycling position (\$9,000) that was requested by the students, from the bookstore profits. The bus between campuses will most likely be discontinued next year, and there will be funds available for this position. This will also make it equitable between campuses on use of bookstore profits. This position will be like the EGF campus position (James), with the employee sorting and processing recycling, vacuuming, and other light-duty responsibilities. This position will be directed by facilities. **Approved.**
- d. **Travel** – Shannon Jesme provided an update on the process for travel cost centers. She recommended that the faculty side be changed as previously discussed (one travel cost center for all faculty college-wide), but that the staff structure would not be changed at this time. More research needs to be completed before the staff side is changed. The faculty cost centers have been adjusted. **ACTION:** The academic deans will create a process to distribute these funds.
- e. **Military Chamber Golf Tournament** – Mike and Brian will attend. August 8, 2019.

#### 3. Discussion Items

- a. **Friday, July 5<sup>th</sup>** – It was determined that Friday, July 5<sup>th</sup> would be closed to the public. Employees may work or take vacation. **ACTION:** Kristi Lane will develop a list of the supervisor coverage on each campus.

- b. **Equipment Budget Update** – Shannon recapped what was decided at the May 28<sup>th</sup> President's Council meeting. All purchasing is dependent on final budget numbers.
  - 1. \$44,435 in FY19 for EGF facilities and \$42,150 in FY20 for TRF facilities. Items to purchase include skid steers with attachments.
  - 2. \$18,000 for recruiting/admissions printed materials with new branding
  - 3. \$16,000 for cost to update Oracle
  - 4. \$70,000 for New website (approximate amount)
  - 5. \$17,500 for texting software that integrates with Oracle CRM.
- c. **C.A.R.E. Fund Changes** – Julie Fenning requested an increase in the budget allowance for funeral plants/memorials. Current allowance is \$30. Most plants cost well over \$30 and there is a delivery fee on top of the plant. It was agreed that the maximum amount for funerals would not exceed \$100. It was also determined that for injuries or illness lasting longer than five days, employees would be sent a card vs. a gift or flower arrangement.
- d. **CVO Program** – There was not a CVOP cohort offered this spring due to low enrollment. Jodi and Brian are recommending putting the program into customized training model. Regulations need to be reviewed to see if we can shorten the program from 16 weeks and still keep it financial aid eligible. It was agreed that we would not offer the program fall 2019 and offer Davis Hamilton RCE's to make a recommendation for the redesign of the program. **ACTION:** The program will be taken off the schedule for fall, and advisors will be notified. Chad will leave the program listed in the new View Book.
- e. **Chief Diversity Officer** – Dr. Bona is moving the CDO responsibility from Kristi Lane's position. HR will remain involved, but he is looking for someone else to lead these efforts. Ideas were shared, but more discussion is needed.

#### 4. Informational Items

- a. **Former Northland Employees Gathering** – Mary Fontes shared that there is a gathering in the EGF commons today celebrating Jerry Folstrom, former president of Northwest Technical College, East Grand Forks. Please stop by and introduce yourself.
- b. **HLC Report Progress** – Brian Huschle shared that he is going to review each criterion and provide feedback.
- c. **Faculty In-Service Update** – Curtis Zoller was absent. This agenda item was tabled until next meeting.
- d. **Foundation Update** – Lars shared that they are changing the deposit and upfront rent payment amounts in student housing. It was \$450 last year and will be increased to \$1,300 this fall. This is a large increase but is required due to severe damage and delinquent rent that has been occurring.
- e. **Head Start** – Shannon is working on lease to include the current Student Center. This space has been underutilized by students. They will use the space for teachers, classrooms, and conference space. She will amend the original lease. This lease will provide \$19,000 income for the college annually. Facilities is working on moving the equipment and furnishings into the college.
- f. **Quality Matters** – Northland will no longer have the contract for Quality Matters. The system office will be implementing a new model for FY20.
- g. **On-line College in the High School** - Jodi and Mike will be attending OCHS leadership meeting in Detroit Lakes to review the program and look at the program's future. The program has seen tremendous growth.
- h. **President's Council Retreat** – Dr. Bona requested that a President's Council retreat be scheduled in early October. He would like to incorporate a professional development activity into the event, as well as a recreational activity. **ACTION:** Please send him ideas for possible activities.

#### 5. Adjournment: 11:25 a.m.