



President's Council

Thursday, July 25, 2019

9:00 a.m. – 12:00 p.m.

Location: TRF Room 662 (290)

Minutes

Present: Dennis Bona, Mary Fontes, Kristi Lane, Lars Dyrud, Brian Huschle, Jim Retka, Curtis Zoller Shannon Jesme, Jodi Stauss-Stassen, and Julie Fenning (recorder).

Absent: Chad Sperling and Mike Curfman

1. President's Report – Bona

- a. **Leadership Council Update** – The Leadership Council jointly with the Board of Trustees. There is a new atmosphere with the change of leadership. Micheal Vekich has been replaced with Jay Cowles as Chair. There is a new direction of the BOT focusing on student success and learning about each campus. Dr. Bona shared there was time spent introducing the new presidents. There was discussion on turnover in leadership and staff within the colleges. Turnover is a big challenge for institutions. Turnover is mostly from retirements and internal movements. Student members from LeadMN attended the meeting with the BOT as well. They requested that institutions participate in voter registration activities on campuses again this year. **ACTION:** Dr. Bona will forward information to Mary to work with Jason. Dr. Bona received information on the SENSE and CCESSSE surveys. **ACTION:** Dennis will send to Mary. Mary has signed Northland up for a new survey. LeadMN has agreed to cover the \$1000 cost. The Chancellor is looking at removing the rule that an employee cannot apply for the position if he/she was the interim for that position. This request will be presented to the BOT.

2. Action Items

- a. **Employee Access to Fitness Center** – Shannon Jesme and Mary Fontes shared that oversight of the EGF fitness center will be transferred to facilities, similar to the TRF campus structure. Access to the fitness center has been removed from all employees except facilities and administration. Doors will not auto unlock. The work-study students will need to obtain the key from Karen Meine during their shift. Employees with access to the fitness center are not to use the facility when it is closed and not covered by work-study students.
- b. **Emeritus Status: Retiree Beth McMahon** – Brian Huschle requested that Beth McMahon be released from her phased retirement agreement and receive Emeritus status when she retires in August. She would like to retain her Northland email address. Dr. Bona will review the request for Beth to be released from phased retirement. Her continued use of her Northland email account was approved under existing policies. The policy and procedure need to be revised to comply with Minnesota State policy and procedure. **ACTION:** Julie will send the current policy and procedure for review.
- c. **Foundation Golf Tournament Volunteers** – Lars Dyrud has enough volunteers with board members and Julie and Mary. Qdoba is unable to cater, so Blue Moose will be catering. **ACTION:** Shannon and Kristi will decide who will join Dennis' team now that Brian will be working on the HLC report.

3. Discussion Items

- a. **Climate Survey** – Brian requested a copy of the results for HLC. Kristi shared that she has not disseminated at this time. Dr. Bona is reviewing the results and will share them during the fall in-service. **ACTION:** Kristi will send the results to President's Council. Mary will post in the IR Archive folder. Brian will need a one page or less summary for the HLC report.

4. Informational Items

- a. **HLC Report Progress** – Brian Huschle reported that they are coming down to the end with mostly editing work and evidence linking for Julie and Brian. There are a few items to complete. Brian will have a final draft for in-service. It is important that the President's Council members and employees review the report. Minnesota State Trustees will be reviewing and participating in the HLC visit. Dr. Bona shared that presidents are looking towards the system for support and training for accreditation processes.
- b. **Faculty In-Service Update** – Curtis Zoller is making minor tweaks to the agenda and working on room assignments. He shared the presentation options and it was determined that the morning session will be geared towards all employees focusing on how everyone can affect student engagement, and the faculty-only afternoon session will be more focused on the classroom.

5. Individual Updates (limited to two minutes)

- a. **Jodi Stauss-Stassen** – All faculty positions have been hired (accounting, paramedic, respiratory) and she is working on getting them up to speed for fall. She has been working on writing the HLC assurance report.
- b. **Mike Curfman** - Absent
- c. **Curtis Zoller** – Curtis shared results from grad follow-up survey. Dr. Bona requested research be done to determine why we are so low compared to other Minnesota State institutions. **ACTION:** Deans will review specific programs to see why there are low rates. Curtis is working on developing a position for the grant. He also gave an update on the CBE project. Everything is on target.
- d. **Jim Retka** – Jim shared details about a meeting he had with Digi-Key leadership last year. They are looking to update the Digi-Key University program to keep with the changes in technology. Artificial Intelligence is a large part of their customer base. They would like to revive the advisory board process and conduct an educational needs assessment. They have expressed the need for CAD training and they have expressed interest in the new cyber security program.
- e. **Brian Huschle** – Brian is working on the HLC report as well as getting together other items for the HLC visit. You might be getting requests for more information as he works to finalize the report.
- f. **Mary Fontes** – Mary shared that there are several upcoming SOAR sessions scheduled. Enrollment is currently 718 FYE which is down 90 FYE or 11%. Training sessions have been held on EPM11 training 13 people. It will be the last training session for EMP11 as Minnesota State will be moving to a new system. Over 20 people attended the advisory training. There will be training with a smaller group of marketing/enrollment/admissions to create an automatic process utilizing the CRM. A Distance Minnesota employee will be coming up to help set up the process. Nicki has contacted QWIK to move forward with the student texting project. Mary connected with another college and they shared that it has changed their process for communicating with students and has greatly increased response rates. They are close to finalizing the contract. **ACTION:** Mary will bring back the final contract prior to committing.
- g. **Kristi Lane** – Attended investigator training and 1B1 and 1B3 training. She has not heard any information on negotiations at this time. She is working on grievances and the wage theft process. She shared that there are several postings in progress. She has been busy with the FWM system issues and reconciling from the MSCF settlement. Interviewing for Director of ASC next week; and the following positions are in process: customized training representative and business office buyer 1 position. Mary will convene the EGF counselor committee and begin that process.
- h. **Shannon Jesme** – There are several facilities/IT projects going on over the summer. They will be wrapping up soon. The system closes down August 7th. They are working on last minute items for the end of the fiscal year. She is currently negotiating leases: ABE 5 year lease has expired and the new head start lease; for the former student center. Also working on a potential lease with the MN Arts Council for the art gallery in TRF. Arctic Cat has approached us about leasing a parking lot for testing purposes. It is on the TRF campus, near the river in the west parking lot. The was approved. The EGF food service provided an updated financial statement for the year.

There was a \$23,000 deficit for the Northland. They have made some staffing changes for next year and expect to break even or cash flow. This amount is still substantially less than the amounts that have been subsidized in previous years.

- i. **Lars Dyrud** – Foundation received the notification of the final order regarding a donation to the Foundation for scholarships. They are expecting to be able to award close to \$40,000 per year for students in agriculture or like programs. He shared that student housing is reaching capacity in applications and commitments to athletes. Any new students are put on the waiting list. There are several Workforce Development Scholarship scholarships to give away this fall. He has been working on marketing these scholarships through a service announcement in the TRF theater. He had a booth at the Pennington County fair promoting these as well. He is working on wrapping up fall scholarships. Lars met with the VFW and will be receiving a \$6000 flow through scholarship for veterans and their dependents. Markit Elevator requested a meeting with Lars to look at awarding scholarships for students interested in agriculture jobs.
- j. Chad Sperling - Absent

6. Adjournment 11:27 a.m.