



President's Council

Wednesday, August 7, 2019

9:00 a.m. – 12:00 p.m.

Location: EGF Room 290 (662)

Minutes

Present: Dennis Bona, Shannon Jesme, Mary Fontes, Brian Huschle, Kristi Lane, Chad Sperling, Jim Retka, Mike Curfman, and Julie Fenning (recorder)

Absent: Curtis Zoller, Lars Dyrud, and Jodi Stauss-Stassen

1. President's Report – Bona

- a. **9:00 a.m. Welcome for Pioneer Preview Day** – Dr. Bona provided the welcome for today's events. There was a great turn out in the EGF commons.
- b. **Strategic Plan** – Dr. Bona shared the Strategic Plan. This document is now on the About Northland webpage. This is a living document that will be reviewed annually and modified based on institutional priority. Brian shared that there are several plans for the college and that they should all align with this plan. The Diversity and Academic Master Plan are both expiring this year. **ACTION:** Dr. Bona would like a fixed art piece of the Mission, Vision, and Values for the foyer in EGF, the theater commons in TRF, and look for a location at the aerospace site as well. Chad will put together some options.

2. Action Items

- a. **Brand Guideline Approval** – Chad Sperling and Kelly Jordet reviewed the final Brand Guidelines and requested approval from President's Council to adopt these guidelines. Jim shared that Chad has met with the coaches and they are on board and waiting for this final approval to order uniforms. Lars has approved the Foundation logos. Shannon expressed concerns regarding professional wear for employees. She would like to include the color black as an option. Chad referred to the guidelines and shared that black is not an approved color. Brand Guidelines approved and adopted by President's Council.
- b. **Trademark Update** – Sarah McGee from Minnesota State General Counsel has been helpful in working through the trademark process. We were denied at the federal level but are working towards local trademarks for MN and ND. Chad will be creating a Trademark and Licensing web page and establishing a licensing program and process for onboarding vendors. There will be a step by step process for employees when ordering branded products. Marketing requested to charge a \$100 fee to approved vendors to print the Northland logo. This fee was approved. Chad stated that there is board policy on improper use of trademarks. If a trademark infringement occurs internally, HR will be contacted. All external infringements will be forwarded to the system office. This was approved. Chad will look at conducting training sessions for employees this fall.
- c. **Emeritus Status Policy Review** – Kristi Lane is seeking input from other colleges and the system office. She will present her findings at next month's meeting.

3. Discussion Items None.

4. Informational Items

- a. **Autism Awareness Event** – Mike Curfman shared that Ralph and Mary Cox are scheduling an event on autism for the Thief River Falls community. They would like to have the event in the theater at Northland. The event will be the evening of December 10, 2019. It was determined that this is a great event and great opportunity to invite the community into the college. The facility use fee will be waived. Approved.

- b. **HLC Report Progress** – Brian Huschle shared that the assurance report is in progress and on target. There are still a few sections that need more writing and review. Brian is going to have the liaison review a few portions of the report.
- c. **Faculty In-Service Planning** –Brian Huschle
 - i. **Catering/IT Requests** – **ACTION:** Julie will reach out to Curtis tomorrow to finalize logistics.
 - ii. **Attendance Expectations** – Supervisors need to communicate to their direct reports that attendance is mandatory. All employees are to attend the first morning 9:00 a.m. – 12:00 p.m. Curtis (faculty) and Kristi (staff) will send the agenda on Monday with the expectation to attend. Deans will communicate to adjunct faculty/asst. coaches.
- d. **Climate Survey Update** – Brian Huschle requested a status update on the climate survey. He has reviewed the results. Currently there is no action plan in place to address any concerns.

5. Individual Updates (limited to two minutes)

- a. **Brian Huschle** – Made an offer on the Director of Academic Success Center. Working on the HLC assurance report.
- b. **Mary Fontes** – Mary gave an enrollment report. She shared that there was a drop of 99 students. Currently down 10%. Sections are filling, but the students dropped are working on re-enrolling. Pioneer Preview days were held on each campus. They were very successful. There are seven more SOAR days scheduled. Students are still making individual appointments with advisors, and football assessed yesterday. Staff worked hard to get it all done. Mary requested that HR review the drop list prior to the communication going out to students. **ACTION:** Shannon will have Michelle Bakken review the process.
- c. **Kristi Lane** – Kristi gave an update on current open positions: customized training representative, counselor, and Buyer 1 searches are in progress. Classified contracts have settled, there is no information to share at this time.
- d. Shannon Jesme – Time did not allow
- e. Jim Retka – Time did not allow
- f. Chad Sperling – Time did not allow
- g. Mike Curfman – Time did not allow
- h. Lars Dyrud – Absent
- i. Jodi Stauss-Stassen – Absent
- j. Cutis Zoller – Absent

- 6. **Northland is a Go! Scholarship** – There is still time to donate to this scholarship. \$500 will be given to a student on each campus who enrolled or participated in a tour of Northland during Minnesota State Week.

7. Adjournment 11:53 a.m.