

PRESIDENT'S COUNCIL

Tuesday, January 7, 2020

9:00 a.m. – 12:00 p.m.

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

Minutes

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

1. President's Report – Bona

- a. **Aspen Award** – Northland was recognized as one of 150 colleges invited to apply for their prestigious award. **ACTION:** Dr. Bona will review the application requirements and determine if we will apply.
- b. **In-Service** – Faculty in-service is tomorrow in Thief River Falls at Digi-Key Corporation. The focus will be on team communication. It was suggested that we look at having this presentation for the spring support staff in-service as well. Dr. Bona reviewed his in-service presentation.

2. Action Items

- a. **Transcript Fee Increase (\$8.25)** – The National Student Clearing House has increased the transcript fee from \$8.00 to \$8.25. Mary shared that we can increase our fee or accept \$.25 less per transcript. **ACTION:** It was agreed to increase the fee beginning summer semester 2020.
- b. **Children on Campus Policy 1075** – Retka
 - i. Jim shared that the basketball coaches were very grateful for the services Northland provided during the bus accident situation. Having counselors and administration on-site was appreciated by the coaches and students.
 - ii. There has been a request by coaches to review the current policy for children on campus. Coaches have had children on campus during practices. This is currently not permitted under Northland's policy. Discussion was held regarding other Minnesota State policies. It was determined that the policy will be revised to allow for extenuating circumstances. **ACTION:** Julie will schedule a meeting (Jim, Shannon, Mary) to revise the policy and bring back recommendations to President's Council. It was determined that until the new policy is adopted, administration will consider requests on a case by case basis. It was determined that children are not allowed in the weight rooms or fitness centers.
- c. **Law Enforcement on EGF Campus** – During a recent meeting with EGF law enforcement, they suggested that their officers come on campus two to three times a week to help create a positive relationship within the college community. It would also be beneficial for new officers to see the building. **ACTION:** Shannon will work with Jason to involve the Student Senate in this discussion. Communication will need to be made to all employees and students prior to officers coming on campus. Shannon will announce this idea during the spring faculty in-service.

3. Discussion Items

- a. **Spring Support Staff In-Service** – The date has been set for Friday, March 13, 2020. **ACTION:** Becky will send a notice to staff and coordinate the event.



4. Informational Items

- a. **Supervisors Toolkits** – Becky proposed a tool kit for supervisors. There was overwhelming support. These areas were identified: 1) Performance Reviews, 2) Writing an Effective Position Description, 3) Position Classification (New/Reallocation), 4) Vacancy Processing, 5) Employee Onboarding, and 6) Discipline
- a. **Sabbaticals 2020-21** – Becky shared that there have been two sabbatical requests. One for the full year and one for one semester. These have been approved.
- b. **Vacancies** – Current positions:
 - i. CLA2 position (Patrick Cox) – Interviews are being held this week.
 - ii. Management Analyst 2 (Anton Bergee) – Will be posted next week.
 - iii. EGF Bookstore Account Clerk (Sandy Bratvold) – Will be posted this week.
 - iv. Director of Human Resources (Kristi Lane) – Will be posted in February.
 - v. History Instructor – Will be posting a full-time unlimited position for Fall 2020.
- c. **Phased Retirement** – There has been a request from a faculty member for a five-year phased retirement. Dr. Bona will review the request.
- d. **OCR Visit Update** – The new dates for the OCR visit are February 19, 20, and 21. Becky will add Jodi Stauss-Stassen, Chad Sperling, and Michelle Benitt to the work group, and schedule a meeting for Friday at 2:00 p.m.

5. Individual Updates (limited to two minutes)

- a. Lars Dyrud – Twenty prospective students have been notified that they are recipients of early recruitment scholarships. These are high school seniors who have applied to attend Northland in Fall 2021. This scholarship is supported by employees. There are currently 96 students in student housing. Spring scholarship selection is happening this week, with ceremonies scheduled for February. There will be 70 Workforce Development scholarships (\$2500) available for students for Fall 2021.
- b. Chad Sperling – Marketing and Admissions are preparing to launch a new text messaging communication system (Quiq). The platform was successfully integrated into the college CRM system. Select members of marketing and admissions staff will begin user training at the end of January. College applicants will be the initial audience to receive communications through this system.
- c. Becky Lindseth – No additional updates given.
- d. Jodi Stauss-Stassen – New OTA instructor has been hired and will begin on Monday.
- e. Mike Curfman – The schedule has been set for spring.
- f. Cutis Zoller – He received a request from someone in Zambia, Africa, looking for training for 20 - 40 students. He is looking into that request.
- g. Jim Retka – No update given.
- h. Brian Huschle – No update given.
- i. Shannon Jesme – OSHA Enforcement was on campus prior to holiday break as a result of an employee complaint. One safety hazard was cited and there will be a fine associated with the citation. MNOSHA Consultation is schedule for an on-site visit the end of January for a full inspection of each location.
- j. Mary Fontes – Enrollment is down 6% for spring. She has a project moving forward on prospective students, possibly purchasing some lists to target various potential students. Mary shared that there were radio ads produced at iHeart Studio by Student Senate members. They used their student funds to create testimonial ads for Northland.

6. Adjournment 11:52 a.m.

