

PRESIDENT'S COUNCIL

Wednesday, January 22, 2020

9:00 a.m. – 12:00 p.m.

Location: TRF 662 (290)

Meeting Minutes

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

1. President's Report – Bona

2. Action Items

- a. **4020/4020P Emeritus Status** - Lindseth presented a draft of a new policy and procedure based on the research she had done reviewing other Minnesota State institutions. Edits were discussed. It was determined to replace retirement with separating, change language referencing the college catalog to the online directory, remove facilities access, and set the eligibility to ten years.
- b. **4050P Reasonable Accommodations Procedure** – Becky shared that she has updated names and titles. No other changes were made. This was approved.
ACTION: Julie will request that this procedure be posted to the website.
- c. **4035P Employee Selection Procedure** – Becky presented a revised policy based on minor changes to increase flexibility. **ACTION:** After discussion on additional pieces of the procedure, it was determined that Becky will convene a small group to create a draft for another review by the President's Council. Participants include Shannon, Mike, Curtis. The team will look at language to ensure fairness and consistency and research what other Minnesota State institutions are doing as well.
ACTION: Julie will add to the next President's Council agenda.
- d. **4010P Emergency Closing Procedure** – Becky made minor edits to the procedure. She updated classifications for essential personnel and added a sentence regarding activities. **ACTION:** Chad will review the media list and send Becky any updates and will send Becky the updated sentence regarding activities held during building closures. Sentence will include: Will be determined on a case by case basis by the President or designee after consultation with the appropriate college personnel. Becky will bring this procedure back for final review.
- e. **MAPE Professional Development – Tuition** – Becky shared details regarding the new language in the MAPE contract which allows a MAPE employee to receive tuition waivers for a Minnesota State university. This is something that the college will support. More discussion is needed regarding setting a budget for this purpose.
ACTION: Julie will add to the next President's Council agenda.
- f. **Grant Proposal** – Curtis shared details about a collaborative project with NCAT and Northland regarding virtual reality. This project would be the next step in the work that they are currently doing with NCAT. Northland's part of the grant would be for workshop development in Artificial Intelligence. Northland's subaward would be \$50,000. Northland would not be responsible for submitting the grant but will serve



as a partner. The deadline to submit is the end of January. Northland has the capacity to do this work if the grant is funded. Approved.

- g. **Commercial Vehicle Operator Program** – Brian shared that his team is considering suspending the CVO program. The program has suffered with low enrollment due to local employers offering in-house training to new employees. Workforce Development Solutions (COI) has shared that it does not want to offer this program in a non-credit model. **ACTION:** Brian will bring this to Academic Affairs Standards Council in February.
- h. **UMC Request to Partner on NSF Grant** – UMC is applying for an NSF grant in the STEM area. They are asking Northland to redevelop the articulation agreement in computer networking and cybersecurity. They need a two-year college partner. It was agreed that we would participate as needed and support their project but would not serve as a full member of the grant.
- i. **Strategic Initiative – Internal Marketing** – Mike shared that the President's Council had assigned a strategic initiative regarding internal marketing to the Campus Management teams. He proposed that the assignment be changed to the Facilities/Technology Committee as taking the lead since they have the official committee make up. **ACTIONS:** Julie will make this edit to the Strategic Initiatives chart. Shannon will ensure that Chad is invited to these committee meetings.

3. Discussion Items

- a. **Support Staff In-Service** – Becky is waiting for final confirmation from Digi-Key if they will host our support staff in-service on March 13th. Once this is confirmed, she will communicate to all staff. It was determined that administration will also attend the staff in-service.

4. Informational Items

- a. **OCR Update** – The OCR visit is scheduled for February 19 - 21. Becky has scheduled another team meeting to review the proposed schedule and action items. Curtis has been added to the team.

5. Individual Updates (limited to two minutes)

- a. **Mary Fontes**
 - i. TRIO Grant Proposal is Due on Monday, January 27th. Mary shared that she is expecting the draft by Friday.
 - ii. Mary gave a brief update on the texting pilot project with high school students. This will tie in with our current texting project. Next Tuesday/Wednesday will be the training for the employees who are working with the project in Oracle Service Cloud.
 - iii. Mary shared that her department will be purchasing mailing lists of target audiences for direct mailing activities. They are looking at an adult learner list. They will create different campaigns to target these individual audiences. This idea came from a presentation at Anoka.
 - iv. Enrollment Update - Down 6% FYE for spring, same day last year. The end of year adjusted is at 8% down. We will still be adding 20 FYE from FBM.
- b. **Lars Dyrud** – Spring scholarships have been awarded and students have been notified. The fall application will be opened in February. The spring ceremonies are scheduled: February 6th in TRF, at noon, and February 13th in EGF, at 2:00 p.m.



Housing currently has 92-93 students. He is expecting around 40 interns this summer Digi-Key, Textron, and Rehab Authority.

- c. **Chad Sperling** – Chad is working with Midco on the production of several program specific TV ads. With Midco the production is free, just paying for the placement of the ads. We will be able to use these ads with other advertising venues. He will begin working on February 11 & 12. The academic deans established a list of programs to start with: nursing, liberal arts, business, marketing, automotive, criminal justice, agriculture, fire, aerospace. These ads will play during athletic tournaments and in the movie theaters. He will keep working to add to the program inventory.
- d. **Becky Lindseth** – The Human Resources director and history instructor positions will be posted on February 3rd.
- e. **Jodi Stauss-Stassen** – Jodi is working on preparing for the OCR visit. She shared program enrollment is up in her areas.
- f. **Mike Curfman** – Mark Johnson and Joel Griffin had attended a small career fair with area high schools. The Warren Alvarado Oslo (WAO) high school instructor was there and had expressed the need for a wheel alignment machine. The Northland automotive program no longer uses theirs and will be donating the machine to WAO. The instructor from WAO will be here this afternoon and there will be a news story on the partnership. Mike also noted that the Network of Educational Development (NED) is a new project replacing MOQUI. More details to come.
- g. **Cutis Zoller** – Curtis will send the results from the January faculty in-service survey to President's Council by Friday. Overall a very good response from faculty.
- h. **Brian Huschle** – Brian is beginning the process to update the Academic Master Plan. He has scheduled listening sessions for employees to provide input into the process. **ACTION:** Brian asked the group to review the 2019 AMP goals and objectives spreadsheet in Microsoft Teams and make notes as necessary.
- i. **Shannon Jesme**
 - i. The MNOSHA visit scheduled for next week has been postponed until May 18-19, due to the unresolved OSHA Enforcement incident currently on the EGF campus.
 - ii. The online budget process is being updated to include alignment with Northland's strategic initiatives. It will be ready to go live end of next week.
 - iii. Radio Station – Shannon gave a brief update on the radio station. They are trying to identify where they claim indirect costs to help with the match for the final grant. They did trip a trigger that now requires a full audit. She is working to schedule the audit.
 - iv. The academic budget tool is being updated and checked for accuracy.
- j. **Jim Retka** – Absent
- k. **Lars Dyrud** - Absent

6. Adjournment 11:47 a.m.

