

# PRESIDENT'S COUNCIL

Wednesday, March 19, 2020

9:00 a.m. – 12:00 p.m.

Location: 662/290 and Zoom Call

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## Minutes

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

### 1. President's Report – Bona

- a. **Coronavirus Update** – A cost center had been established for all expenses associated with COVID-19. Discussion was held regarding the status of employees and services as new guidance has been given. Currently faculty are working remotely preparing for all lecture portions of courses to go online beginning next week. Faculty who teach courses that require labs are working on a schedule for on-site labs, with reduced numbers of students at a time to practice social distancing. Final instruction plans are due from the faculty Tuesday, March 24. While most staff are converting to a telework agreement, a list of essential positions/functions is being developed. Ideas generated from the President's Council included the following positions/functions:
  - i. Facilities – Maintenance staff are working as usual with increased cleaning and sanitizing.
  - ii. Technology – IT is working on supplying equipment to faculty and staff who are teleworking from home.
  - iii. Front Desk Reception – Doors will remain open to the public. Business hours are 8:00 a.m. – 4:30 p.m.
  - iv. Tutoring – Currently 100% online.
  - v. Proctoring – Determining demand. External testing services have been suspended. Northland will absorb extra cost of proctoring to students and code the expense to the new COVID-19 cost center.
  - vi. Library – Will be open when courses resume with social distancing.
  - vii. Aerospace – Becky will work from the Aerospace site.
  - viii. Foundation - Abdul will work as needed for student housing checkouts. Amy may come in for check processing if necessary.
  - ix. Counseling – Will resume after March 30.
  - x. Student Life Food Insecurity Services – Jason will alternate days on each campus.
  - xi. Administrators – There will be at a minimum one administrator on each campus each day.
  - xii. Workstudy Students – more discussion is needed.



xiii. Faculty/staff are allowed in the building and must follow social distancing requirements.

- b. **Distance MN Minnesota State Contract Update** – Funds have been dedicated to continuing the contract with Distance Minnesota for FY21 for the Ask Me chat function on our website. The Distance Minnesota Management team is looking at alternative funding sources for FY22.

## 2. Action Items

- a. **Emergency Operations Plan and Continuity of Operations Plan** – Shannon shared Northland's EOP/COOP. These plans have been reviewed and approved by the system office emergency manager. **ACTION:** Review the two plans and provide any input to Shannon. We will plan to give final approval at the next meeting.  
Shannon has been asked to provide the system office any MOUs that Northland has in place to serve as a temporary location for emergency situations. Currently there are no formal MOUs in place, however President's Council approved that Northland will enter into verbal agreements with two agencies that requested assistance in the event of a community emergency: Red Cross and Services for the Blind. Shannon will continue to work on the official agreements. **Approved.**
- b. **Online Tuition Freeze** – Brian Huschle shared that last year, when we were able to raise online tuition, we did not. He is recommending to keep online tuition at the same rate again this year to work towards equity in the on-line/on-campus tuition rates. **Approved.**
- c. **Shift in OCHS Business Model to Fixed Student Tuition Credit Rate** – Brian shared that there is a proposal at the Distance Minnesota management level regarding a new model for the rate for OCHS tuition. This model will create a fixed rate for schools and will allow the institution more control over the courses and allow the ability to cancel due to low enrollment. The President's Council supported this proposal. **Approved. ACTION:** Brian will provide an update once the decision is made.
- b. **HLC Accreditation – Open/Standard Pathway Election** – Discussion was held regarding which pathway would be best for Northland. It was determined that Northland would choose the Standard Pathway. **Approved.**
- c. **Service Learning Exemption (transfer student with bachelor or higher)** – Discussion was held regarding waiving the Service Learning requirement for transfer students who possess any bachelor degree or higher. **Approved.**
- d. **Pennington County Opioid Drug Task Force Representative** – Mary has been invited to participate. The meetings have been suspended at this time. When they resume, Mary or a counselor will attend.
- e. **Institutional Work Study Facts and Priorities** – This item is moved to the next meeting.
- f. **MAPE Professional Development** – This item is moved to the next meeting.
- g. **Summer Fitness Center Use** – This item is moved to the next meeting.
- h. **CHRO Conference Call Update** – Becky provided a brief update from the system office CHRO call. They have created an earn code for missing work due to COVID-19.



- i. **Facilities Use** - There is a request from facilities that when employee groups are using closed classrooms, please contact Bob and Clinton so that the rooms can be cleaned after use. Jodi is creating a spreadsheet of all labs in use when courses resume.

**3. Discussion Items**

- a. Support Staff In-Service Follow-up – This item is moved to the next meeting.
- b. StrengthsFinder Training for Presidents Council - This item is moved to the next meeting.
- c. Supervisor and Performance Appraisal Training July 15-16, 2019 – This item is moved to the next meeting.
- d. Hope Basic Needs Survey Results – Mary has distributed the results for review.

**4. Informational Items**

- a. Fall In-Service – This item is moved to the next meeting.
- b. OCR Follow-up – This item is moved to the next meeting.

**5. Individual Updates** (limited to two minutes) – Time did not allow for updates.

- a. Shannon Jesme
- b. Lars Dyrud
- c. Mary Fontes
- d. Chad Sperling
- e. Jodi Stauss-Stassen
- f. Mike Curfman
- g. Cutis Zoller
- h. Jim Retka
- i. Becky Lindseth
- j. Brian Huschle

**6. Adjournment 12:00 p.m.**

