

PRESIDENT'S COUNCIL

Wednesday, April 8, 2020

9:00 a.m. – 12:00 p.m.

Location: **Zoom**

Minutes

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

Absent: James Retka

1. President's Report

- a. **Coronavirus Update** – The Minnesota Governor's press conference is today at 2:00 p.m. He is expected to extend the Stay at Home order through April 30. Immediately following the conference, the Leadership Council will meet to determine how Minnesota State will proceed. Shannon will start the 3:30 p.m. meeting with Shared Governance Council and Dr. Bona will join after his call.
ACTION: Dr. Bona will email an update to President's Council after the Leadership Council call.
- b. **Health Program Clinicals** – Minnesota State has determined that students in healthcare fields will be allowed to participate in clinical activities.
- c. **Masks** – At this time, the CDC recommends that all people wear masks when out in public. Northland will support this; however, we will not require wearing masks or be able to provide masks to students or employees.
- d. **Summer Semester** – Minnesota State has directed that all summer courses be conducted online. The lab or hands-on portion of courses will be held when Minnesota is not under a Stay at Home order. Several programs will need to extend spring semester into summer semester: field experiences, internships, nursing assistant, aviation maintenance, UAS, criminal justice, fire, welding, and paramedics. The lab sessions would use social distancing to ensure faculty and student safety and health.
- e. **Student Services** – Guidance is coming from the system office regarding revising financial holds and on P/I grading options.
- f. **Virtual Commencement** – Dr. Bona wants to host a virtual commencement this spring. The graduation committees are meeting today to discuss options.
Decisions Needed:
 - i. Service Learning for Summer Graduates – This requirement is waived.
 - ii. Student of the Year – The TRF campus will continue this tradition. EGF will announce the Russell Beier Award during the EGF commencement.
 - iii. Honors for Graduates – Honors will be managed as usual.

2. Action Items

- a. **EOP/COOP- ACTION:** Review and be ready to approve the plans at the next meeting.



- b. **Institutional Work-Study Facts and Priorities** – Institutional work-study funds are running low, while State and Federal funds are still available. It is difficult to manage Federal, State, and institutional funds to ensure priority positions are filled and that the students with the greatest need are hired for those positions. It was determined that a process needs to be put in place to monitor the funds and to ensure an equitable process is in place for all work-study students. Mary emailed a list of the priority positions (dated August 2018) to everyone during the meeting. **ACTION:** This topic will be brought to the next meeting to discuss how to structure the oversight of this process.
- c. **MAPE Professional Development** – Becky distributed a draft policy and procedure with the new MAPE contract language. It was determined that a professional development plan would need to be in place in order to use the tuition waiver. Becky will add the language that the courses need to be related to the employee's current job responsibility or career path. Approved. **ACTION:** Julie will forward to SGC for review.
- d. **Summer Fitness Center Use** – This item will be discussed at a later date if necessary.

3. Discussion Items

- a. **Support Staff In-Service Follow-up** – Overall very positive feedback from staff. Staff enjoyed finding out what other co-workers had for their top five strengths. There are supervisors taking it to the next level working on developing stronger teams.
- b. **StrengthsFinder Training for Presidents Council** – Becky asked for feedback regarding offering additional training. Dr. Bona shared that it would be valuable and to plan to offer the training at the next in-person retreat. **ACTION:** Becky will research cost and training options.
- c. **Supervisor and Performance Appraisal Training July 15-16, 2019** – At a previous President's Council meeting, it was requested that Becky create supervisor tools for performance appraisals. Becky asked if the President's Council had attended this training last year and if they still needed these additional tools. Several had attended the training, but still felt that having performance appraisal tools in the supervisor toolkit would be helpful to all supervisors.

4. Informational Items

- a. **Fall In-Service** – Fall in-service is scheduled for August 19 and 20, 2020. Mike is coordinating the event and asked for input in the overall direction of the event: Will we use both days, what format, suggested topics. **ACTION:** It was determined that Mike would work with the faculty professional development coordinators, Peggy Rogers and Dorinda Sorvig, to develop a survey for faculty. He will share the draft survey with President's Council. Brian shared that there has been discussion in the faculty professional development work group and suggested that the academic dean coordinating the in-service should participate in the work group for that year.



- b. **OCR Follow-up** – Becky shared that we have received a preliminary letter of findings and have responded to that letter. We are now waiting for the final letter of findings. There were very few items noted in services for students, but several findings within the facilities. **ACTION:** Becky will share the final letter with President's Council once received.
- c. **Budget** – Shannon provided a budget update. The budget she will be submitting to the system office will be the budget prior to COVID-19, planning for an updated budget in August when the budget effects of the pandemic are known. This is a preliminary budget as of April 9, 2020:
BUDGETARY BASIS SURPLUS / (DEFICIT)
 - i. FY20 (650,227)
 - ii. FY21 (986,732)**ACTION:** Shannon will list the assumptions that were made on the handout for the Shared Governance budget meeting later this afternoon. **ACTION:** Julie will schedule a President's Council budget meeting next week.

5. Individual Updates (limited to two minutes)

- a. Shannon Jesme – No additional update was given.
- b. **Lars Dyrud** – Student housing has retained 35 students and will have 30 student interns this summer. He has nine fall applicants at this time. Lars and Curtis are coordinating to see how many aviation students will need temporary housing as we extend their spring semester into summer semester.
- c. **Mary Fontes** – Students are beginning to register for fall. The advisors are reaching out to students from home. They are currently working through a process to establish tools to use in the absence of Accuplacer. Financial Aid is working through the process to pay work-study students. Mary reminded everyone of the many resources available to students on the COVID-19 web pages.
- d. Chad Sperling – No update was given.
- e. Jodi Stauss-Stassen – No update was given.
- f. Mike Curfman – No additional update was given.
- g. Cutis Zoller – No update was given.
- h. Jim Retka – Absent
- i. Becky Lindseth – No additional update was given.
- j. Brian Huschle – No additional update was given.

6. Adjournment 11:30 a.m.

