

PRESIDENT'S COUNCIL

Wednesday, April 22, 2020

9:00 a.m. – 12:00 p.m.

Location: **Zoom**

Minutes

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

1. President's Report

- a. **Coronavirus Update** - Cases are going up in Grand Forks and there are additional cases in area counties. The governor is expected to begin opening the state slowly. There will be a press conference later this week. The Criminal Justice program is back on campus running the face to face instruction. The program has been given an exemption to continue due to the nature of the program as public service. We are hoping to get more exemptions for possibly health programs, with social distancing protocol in place. There are no concrete plans for fall semester currently.
- b. **Leadership Council Update** – The system office has asked for budget scenarios for five, ten, and 20 percent decline in enrollment. It is still early to predict fall enrollment, as Dr. Bona is optimistic there could be more enrollment due to the economy situation and several universities going strictly online.
- c. **Virtual Graduation Ceremony Update** – Graduation committees on each campus are working together to create a college-wide virtual graduation ceremony. **ACTIONS:** Mike, Jodi, and Julie will work on the script. All speakers will wear gowns/regalia. Chad will include the Chancellor's video in virtual ceremony.
- d. **Northland Town Hall** – Faculty have requested a town hall zoom meeting. Dr. Bona plans to give an overview of the current state of the college and answer any questions.

2. Action Items

- a. **EOP/COOP Approval** – The plan was approved by the President's Council.
- b. **On-campus Instruction/Food Service Needs** – Currently, the EGF food service is closed until fall semester. Shannon is waiting to decide on the TRF food service, as she is still waiting to see what the needs will be for students in programs that are coming back on campus to complete the spring semester. If there are students on either campus for an extended period, we can still make arrangements for food on campus with the TRF food service or local vendors in EGF.
- c. **Institutional Work Study Facts and Priorities** – Mary shared that currently institutional priorities are security, library, front desk, bookstore, and athletic



coordinator assistant. Shannon and Mary are requesting to revisit the list of priorities and the organizational structure for the college has changed. **ACTION:** Mary will call a meeting to review the current list of priorities and overall program procedures. Brian, Jim, Shannon, Becky volunteered to participate.

- d. **Employee Business Expense Reimbursement** – This responsibility has been transitioned to Human Resources. Becky Sarff is the HR technician and will work to obtain access and training. Please continue to send expense reports to Alicia Dick until the transition is complete. Becky noted that any expense reports submitted to HR that are incomplete will be returned to the employee. Supervisors are expected to review for accuracy and completeness.
- a. **4035P Employee Selection Procedure** – Becky had previously brought to President's Council and a small group was formed to work through changes. Approved.
- b. **4036P Recruitment Travel Expense Reimbursement Procedure** – Approved.
- c. **Non-State Employee Reimbursement Report** – Approved.
- d. **4010P Emergency Closing Procedure** – Becky reviewed changes. The statement was added regarding activities and exceptions. It was recommended to add StarAlert text messaging and college email. **ACTION:** Chad will add text messaging program and email notice and send paragraph to Becky. Approved.
- e. **CDL Drug Testing Program** – Becky requested confirmation that the program has been suspended and that Northland could discontinue participation in the DOT drug testing program. If the program is ever re-established, Northland will need to sign up for the program at that time.
- f. **2015 Data Privacy** – Mary shared minor changes. Approved. No need to bring forward to Shared Governance Council.
- g. **2035P Students with Disabilities Procedure** – Mary shared minor changes. Approved and will go forward to SGC.
- h. **2175 Activity Travel Regulations** – Mary shared minor changes. Approved and will go forward to SGC.
- i. **2100P Student Life Procedure** – Mary shared minor changes. Approved and will go forward to SGC.
- j. **End of Term Guidance for Faculty** – Brian shared the handout that has been created for faculty. Faculty leadership have reviewed, and Brian is waiting on any input. Once finalized, he will send to all faculty. This document will be stored on the N drive in the HLC Folder. This folder was created to begin storage of files needed in four years for another HLC visit.
- e. **Academic Master Plan** – Brian presented the final Academic Master Plan for approval. Approved. The AASC has begun prioritizing the list of initiatives.
- f. **Response to Students** – Summer courses that are online are still generating parking fees. Shannon requested that we waive summer parking fees for all courses. Approved.
- g. **Gym Refurbishing Schedule** – The gym floor is scheduled to be refinished this summer. The walls need paint as well and a side of bleachers need to be repaired. The gym will be taken off the scheduler for the summer. The walls will be painted first, and then refinish the floor with the new logo. All refurbishing will be completed by August 1, 2020. **ACTION:** Chad will send President's Council



the designs for final approval. Jim is requested the design choices be sent to athletics coaches for review and input. **ACTION:** Jim will communicate with the coaches regarding gym schedule.

- h. **Summer Camps** – It was determined that all events scheduled in the gym over the summer are cancelled. All Vex summer camps will be cancelled. NCAT camps will be canceled through August 2020, except the camps that were planned in a virtual format initially; they will be held as scheduled.
- i. **Non-Academic Budget Requests** – Shannon will schedule a meeting with Chad, Shannon, Dennis, Curtis, and Jon Beck to discuss NCAT requests. Other requests discussed included:
 - i. Gym Floor, wall painting, bleacher repairs – Approved.
 - ii. Transfer of old records into ImagineNow – \$23,000 Approved.
 - iii. Website – Waiting on results from discovery phase to create an accurate RFP. **ACTION:** Mary will schedule a meeting with Chad, Mary, Shannon, and Dennis to discuss web site budget request for FY21.
- b. **Retention Schedule** – Jodi is requested to update the academic retention schedule to change transcripts from saving for five years to permanent records. Approved. **ACTION:** Jodi will invite Shannon to a meeting soon to make any other changes to the retention schedule as necessary.

3. Discussion Items

- a. **Fall In-Service** – Mike gave an update on his work with Peggy Rogers and Dorinda Sorvig. They are requesting that the survey requesting input from faculty on professional development ideas be sent from administration. It will be ready to send out at the end of April. **ACTION:** Dr. Bona will review the survey.
- b. **Class Caps** – Faculty would like detailed information around administrations' decision to request an increase in class caps for online courses. Faculty leadership will communicate this information to all Northland faculty. If the faculty agree and State MSCF agree, we can make the change for fall. If they do not agree to the changes, it cannot be implemented until Spring. Mike shared the data he has put together modeling the increase. **ACTION:** Brian and Mike will work on creating a handout. Brian will work with Dr. Bona to finalize a report.
- c. **Fall Term Academic Continuity** – The course schedule has been built and students have been registering for fall. We are planning for a fall semester as usual. There is an uncertainty regarding a continued stay at home order or a return to a stay at home order. Faculty will be encouraged to plan to return to an online delivery mode if necessary. We may plan to put language on the fall schedule as a disclaimer-type statement. **ACTION:** Brian will bring a draft statement to the SGC meeting for their review and input.

4. Informational Items

- a. **21-22 Academic Calendar** – Brian shared that the academic calendar has been approved. The major change is from two administrative days to one and a half in August and one in January, and the remainder half-day later in spring semester. We can look at a spring in-service for staff on that day as well.



5. Individual Updates (limited to two minutes)

- a. Shannon Jesme – No additional update was given.
- b. Lars Dyrud – Housing applications for fall is in the teens. Same for fall scholarship applications. Extending deadline into the summer. Meeting with Pennington County Emergency Management director. County wants to use one building if they need it. Will tour facility and see if it will work for their needs in the event they need it. Summer interns are still applying for housing. The program is still on for the summer. Looking at virtual fundraisers for the rest of the year. Could look at fall planning and spread out students for social distancing. Could we convert scholarships to online students during this pandemic time. Lars is working on a campaign for new money. Existing funds have been designated for on-campus students. Workforce Development scholarships are open to online students. Guidance has been given to institutions \$667,000 will be going to students and same to institutions. It can be used for refunds given to students for housing. Need to see if we can reimburse the Foundation for refunds. Just getting guidance.
- c. Mary Fontes – No additional update was given.
- d. Chad Sperling – No update was given.
- e. Jodi Stauss-Stassen – No additional update was given.
- f. Mike Curfman – No additional update was given.
- g. Cutis Zoller – No update was given.
- h. Jim Retka – No update was given.
- i. Becky Lindseth – No additional update was given.
- j. Brian Huschle – No additional update was given.

6. Adjournment 11:18 a.m.

