

# PRESIDENT'S COUNCIL

**Wednesday, May 13, 2020**

2:00 a.m. – 4:00 p.m.

Location: **Zoom**

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## 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** – Governor Walz will hold a press conference at 6:00 p.m. this evening, hopefully with an update on bringing students back on campus to complete spring semester. Dr. Bona has given preliminary approval for the Lincoln High School to host their graduation ceremony in the west parking lot on the TRF campus. There will be a contract in place.
- b. **Leadership Council Update** – Legislature updates are coming via email to the college presidents. Northland's projects are in the House and Governor's bonding bill. The Senate is looking at a bonding bill of half the size of the House and Governor. Northland has projects in both bonding and HEAPR. The employee contract bill has been signed by the House, at this time the Senate is reviewing the agreements. They should have a final decision this week.
- c. **Hanover Research Proposal** – Dr. Bona received a proposal for consideration. The President's Council reviewed the proposal and determined that Northland would not be interested in a contract with Hanover Research at this time.
- d. **COVID-19 Exposure Protocol** – Dr. Bona shared that there was some confusion when a student on campus disclosed that they had recently come out of quarantine. Dr. Bona requested a standard procedure be shared with employees in the event employees are possibly exposed to students with COVID-19. Shannon shared that the procedure for all employees is to report any cases/situations to Cory Feller or Shannon Jesme. They will work with the system office on a case by case basis for proper protocol. Shannon and Becky shared that the system office has provided a template for additional procedures. The new procedure also requires daily health screening of students and employees.  
**ACTION:** Shannon and Becky will look at an electronic way to capture this information and email this communication to employees this week.

### 2. Action Items

- a. **Summer Hours of Operation** – President's Council agreed to begin summer hours on May 27, 8:00 – 4:30 M - TH, and 8:00 a.m. – 2:30 p.m. on Fridays. Employees are to make up the remaining hours during the week or take leave. **ACTION:** Becky will communicate with employees.
- b. **Institutional Work Study Facts and Priorities** – Mary reported that the team has met for an initial meeting and has scheduled a second meeting. They are looking at proposing a new list of priorities: security, front desk, library, maintenance, other (ex. chem lab support). Julie has attached the minutes from that meeting to these minutes.  
**ACTION:** The team will provide an update at the next President's Council meeting.



- c. **TRF Campus Outdoor Courts** – Mike shared that TRF community members have been asking to use outdoor tennis/basketball/pickleball courts. They are requesting that the nets be installed. It was determined that as long as there is a stay at home order in place, the courts will be closed. Resolved.
- d. **3000 Series Policies and Procedures** – Mike shared that the following policies and procedures have been reviewed and approved by AASC. Changes were discussed. The President's Council approved all policies and procedures presented. Approved.
  - i. 3030 COURSE IDENTIFICATION
  - ii. 3070 SATISFACTORY ACADEMIC PROGRESS
  - iii. 3090 GRADING
  - iv. 3100 REPEATING COURSES
  - v. 3110 GRADUATION3030 COURSE IDENTIFICATION
  - vi. 3150.1P CREDIT FOR PRIOR LEARNING – EXTERNAL ASSESSMENTS
  - vii. 3150.2P CREDIT FOR PRIOR LEARNING – INTERNAL COLLEGE ASSESSMENTS
  - viii. 3150.3P CREDIT FOR PRIOR LEARNING – MILITARY COURSES AND MILITARY OCCUPATIONS
  - ix. 3210 CIRCULATION
  - x. 3240P STUDENT COMPLAINTS AND GRIEVANCES
  - xi. 3280 FRESH START
  - xii. 3310 HEALTH AND HUMAN SERVICES PROGRAMS POLICY ON STUDENT HEALTH SCREENING RECORDS
  - xiii. 3310P HEALTH AND HUMAN SERVICES PROGRAMS PROCEDURE ON STUDENT HEALTH SCREENING RECORDS
  - xiv. 3340P ASSESSMENT FOR COURSE PLACEMENT PROCEDURE
  - xv. 3430 GRADE APPEAL
- e. **CHRO Weekly Call Summary** – Becky reported the following updates:
  - i. Faculty and Administrators were automatically coded to C19 the week after spring break through March 31. After that date, faculty and administrators will need to manually code to C19.
  - ii. MMB has suspended all achievement awards.
  - iii. MMB Priority one and two services (all Minnesota State employees) may be approved for vacation cap extensions through December 2020.
  - iv. MSCF Additional Compensation – This is for work beyond the 171 contract duty days. This is being discussed by labor relations.
  - v. Salary Savings Leave – This is an option for employees who choose to request a voluntary reduction in hours. We could offer to employees for FY20 and FY21.
- f. **Draft Email from HR to Employees** – Becky requested feedback on a draft email to all employees. **ACTION:** Review and forward any edits to Becky by Thursday at 8:30 a.m.
- g. **Fall Semester Guidance** – Brian shared a draft guide document for faculty that follows the system office's ABC Scenarios. The discussion at the system office is leaning towards Scenario B, with Northland hoping for Scenario A. Guide was approved. Timeline to send to faculty will be this Friday.

### 3. Discussion Items

- a. **Fall In-Service** – Mike reported that a survey was sent to faculty on professional development needs. The deadline to respond is Friday. Dorinda Sorvig and Peggy Rogers assisted in developing the survey. **ACTION:** Mike will bring the survey results to the next President's Council meeting.

### 4. Informational Items

### 5. Individual Updates (limited to two minutes)



- a. Shannon Jesme – No additional update.
- b. Lars Dyrud – The Foundation has set aside a building for quarantine needs. They are currently up to 30 fall applications for student housings. Student interns will be coming in in the next couple of weeks. Abdul is working on setting up protocols to practice social distancing.
- c. Mary Fontes – No additional update.
- d. Chad Sperling – No additional update.
- e. Jodi Stauss-Stassen– No additional update.
- f. Mike Curfman – No additional update.
- g. Cutis Zoller– No additional update.
- h. Jim Retka – The suspension for in-person recruiting has been lifted. The local conference is determining how recruiting will be handled to ensure equity across region. We are still waiting for the fall sports decisions which is expected early June.
- i. Becky Lindseth – No additional update.
- j. Brian Huschle– No additional update.

**6. Adjournment 11:30 a.m.**

