

PRESIDENT'S COUNCIL

Wednesday, May 27, 2020

9:00 a.m. – 12:00 p.m.

Location: **Zoom**

Minutes

Present: Dennis Bona, Brian Huschle, Curtis Zoller, Mary Fontes, Jodi Stauss-Stassen, Mike Curfman, Lars Dyrud, Chad Sperling, Becky Lindseth, Shannon Jesme, Michelle Bakken (guest for Item 1), and Julie Fenning (recorder).

Absent: James Retka

1. Action Item

- a. **Optional vs Required Books** – Michelle Bakken presented a proposal regarding the charging of *optional* books. Currently faculty indicate whether a book is *required* or *optional*. Students are not able to charge *optional* books to their financial aid. Michelle is proposing to allow charging of the *optional* books to ensure students receive them on time. While third party vendors do not always pay for *optional* books, which could cause a few issues, the business office feels this is the best way to manage the process. They will work with any of these issues on a case by case basis as they arise. The proposed process was approved. Students may now charge *optional* books to their financial aid. **ACTION:** Michelle and Jodi will research the nursing dosage calculation book to determine if it should be reclassified as *required*. **ACTION:** The business office will send communication to faculty explaining the change and its potential impact to students.

2. President's Report

- a. **Coronavirus Update** – Ron Anderson, Minnesota State Vice Chancellor for Academic and Students Affairs, sent an email regarding the most recent executive order. More clarification is needed regarding the number of students allowed in class for each program and opening up Accuplacer on-campus testing. **ACTION:** Dr. Bona and Shannon will get this clarification at the next COVID-19 meeting on Thursday.
- b. **Budget Discussion** – Shannon presented on the following handouts:
 - i. **Travel Expenses** – **ACTION:** Please review the travel spreadsheet and send Shannon any updates. Mike and Jodi have sent their updates.
 - ii. **Nonpersonnel Accounts** – **ACTION:** Please review departmental cost centers and identify cost centers that are still needed; send updates to Shannon.
 - iii. **Budget Summary** – Each institution is required to send a packet to the Board of Trustees showing the impact of COVID-19 on budgets. Each institution will make their own assumption regarding budget projections. Several institutions, including Northland, will be modeling a 10% reduction in enrollment. Scenarios were discussed regarding the impact of enrollment and the Cares Act stimulus funding.
 - iv. **Tuition Rates** – **ACTION:** Academic deans will provide feedback to Shannon.
 - v. **FBM Tuition** – The Farm Business Management program will be moving back into the general fund from the customized training funding model. Tuition is being increased by 3% and a technology fee will be added. With MAELC funds buying down part of the tuition, the final per credit fee will be \$195. There has been discussion of an increase in State allocation, but that wouldn't be seen until FY22.



- vi. **Enrollment** – Currently down 38%. **ACTION:** Marketing and Enrollment will look into which students are not applying/registering and target them either by marketing or phone calls, etc. **NOTE:** Summer enrollment is up one FYE from last year.
- vii. **OCHS** – Mike shared that we are normally around 915 - 1000 students per semester. We are currently sitting at 665. There are some schools who have not signed up at this time. Mike plans to delay the decision regarding canceling any courses until the end of June.
- viii. **Housing** - Currently 40-50 signed up for housing for fall semester. Lars is expecting several additional students. They have committee verbally but have not completed the paperwork at this time.
- ix. **Athletics** – NJCA Board of Directors is scheduled to meet in June where a decision will be made regarding fall sports. Other conferences have suspended activities for the fall, some have reduced the number of games, reduced travel, etc. Mike expects to have a final decision by July 1.
- c. **Summer Essential Services** – A list was developed of essential employees that needed to be on campus for spring semester. All other employees were asked to telework. It was determined that the following in-person services will be brought back on campus for summer semester:
 - i. Financial Aid – Spring and Summer
 - ii. Food Insecurity – Spring and Summer
 - iii. Front Desk – Spring and Summer
 - iv. IT – Spring and Summer
 - v. Facilities – Spring and Summer
 - vi. Business Office – Spring and Summer
 - vii. **Advising – Summer**
 - viii. **SOAR Days – Summer**
 - ix. **Campus Tours – Summer**
 - x. **Accuplacer Testing – Summer**
 - xi. **High Stakes Testing – Summer**

There will be no on-campus instruction during summer semester. Tutoring will continue to be remote, as it is not a function of recruiting/enrollment. Becky will convene a group (Shannon and Mary) to discuss how employees will return to campus. Not all essential employees will be brought back at the same time; employees may rotate days on campus. Masks will be required for all employees when social distancing is not possible.

3. Action Items

- a. **Institutional Work Study Facts and Priorities** – Due to new information, this item is tabled until the next meeting. **ACTION:** Mary will schedule another meeting for the small work group.
- b. **Current State/Future State Marketing**
 - i. **Project Requests** – Mary encouraged supervisors and administrators to reinforce the processes that are currently in place to efficiently manage projects:
 - 1. Updates for Website
 - 2. Marketing Requests
 - 3. Purchasing ProcessDr. Bona supported the marketing request process and encouraged the marketing team to return/redirect any requests not completed in the request software.



ii. New Website Development Schedule

1. FY20 – Discovery Phase
2. FY21 – Front End Development - Design
3. FY22 – Back End Development – Content Migration, CMS Integration, Coding, Interfacing with Applications

iii. Prioritization - This year there were several major audits (OCR, DDOT, Etc.) that took a lot of time from the marketing department. This delayed several projects. Chad shared that he is working closely with academics to help prioritize all academic requests. There was a suggestion to create a similar group for nonacademic requests.

- c. Fall Schedule General Language** – **ACTION:** Need to update the COVID-19 web page with fall information. Brian requested approval to develop and post language on the website for fall semester, so students are aware that there will be some courses offered face to face, others will be a combination of face to face and online, and some will be completely online. This was approved. **ACTION:** Brian will draft a statement for review by Dr. Bona and the academic deans and will send to Chad to post.
- a. 2020 Graduates** – Mike had a request from a spring 2020 graduate if they could walk in the spring 2021 ceremony. It was determined that although the names will not appear in the program, the students can walk in the ceremony and their name and program/degree will be announced. Approved.

4. Discussion Items

- a. Fall In-Service Results** – Mike shared the results from the recent survey of faculty regarding in-service professional development ideas. At this time the event is scheduled to be in person on the EGF campus. This is subject to change as the pandemic evolves. Due to this need to be flexible, we will not be hiring a speaker and will utilize internal talent for the sessions. **ACTION:** Mike will send a very rough draft agenda to the council.

5. Informational Items

6. Individual Updates (limited to two minutes)

- a.** Shannon Jesme – No additional update given.
- b.** Lars Dyrud – Scholarship deadline for fall scholarships is mid-June. It was recommended to keep this deadline and award the scholarships to those students who completed the application on time. If there are funds left over, Lars can extend deadline into July and process another round of scholarships.
- c.** Mary Fontes – No additional update given.
- d.** Chad Sperling – No additional update given.
- e.** Jodi Stauss-Stassen – No additional update given.
- f.** Mike Curfman – No additional update given.
- g.** Cutis Zoller – No additional update given.
- h.** Jim Retka – Absent
- i.** Becky Lindseth – No additional update given.
- j.** Brian Huschle – No additional update given.

7. Adjournment: 11:30 a.m.

