

PRESIDENT'S COUNCIL

Wednesday, July 22, 2020

9:00 a.m. – 12:00 p.m.

Location: **Zoom**

MINUTES

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

1. President's Report

- a. **Fall Welcome Luncheon** – It was determined that we will not host a student welcome luncheon this year due to COVID-19. Instead, we will purchase and hand out to students 500 logoed masks. We will purchase: 275 for EGF; 175 for TRF; and 50 for Aerospace. Once a day is chosen, they will be handed out by Dr. Bona and administrators from 10:00 a.m. - 12:00 p.m. **ACTION:** Julie will work with Jason to schedule the event. Shannon will order the masks.
- b. **Athletics Update** – Minnesota State presidents (who offer athletics) met to discuss a plan for fall athletics. They reaffirmed the decision to cancel fall athletics and plan to decide on basketball/wrestling in October. The spring sports will be reviewed at that time: softball, baseball. No practices between now and October. **ACTION:** Jim will work with Lori Johnson to remove sports from the schedule.

2. Action Items

- a. **FBM Faculty for Roseau Area** – Jim shared that there is a need for an FBM instructor for the Roseau, Kittson, Lake of the Woods, etc. area. He did apply for a new instructor grant through MAELC for FY20 and FY21 and had received the grant. However, the instructor position was not filled. It was determined that a new instructor position will be posted. **Approved. ACTION:** Mike and Jim will work to post as soon as possible.
- b. **Campus Building Hours** – Building hours need to be established for fall. There are several activities that are held after hours: there is a need to have the computer labs open for students; Digi-Key University; and Adult Basic Education, will run ESL courses for a German group at Digi-Key; and Community Band will run after hours. It was determined that the building hours would be Monday – Thursday open 7:00 a.m. - 7:30 p.m., and Friday open 7:00 a.m. - 5:30 p.m. on the EGF and TRF campuses. The Aerospace site hours will be determined by Curtis based on the need for students to complete missed hours. The 700 building in EGF will be open until 10:00 p.m. two nights a week. The instructor will manage that building. There will be exceptions that will be reviewed on a case by case basis. **Approved.**
- c. **Charging COVID Expenses to Outside Entities** – Shannon shared that there are additional personnel and supply costs associated with hosting outside entities during the pandemic. Should these charges be passed on to the entities? **ACTION:** It was determined that the after hour/weekend rate will be raised from \$75 per hour to \$95 to cover these additional expenses. **Approved.**
- d. **Work-study Positions** – Shannon shared that due to the pandemic and several activities being canceled and building hours changing, work-study positions are also changing. Students will need to be notified which positions are no longer available. Examples include fitness centers, reduced hours for building attendants, athletics, concessions, tickets, etc.



ACTION: Mary will communicate with the Financial Aid department and confirm students are being notified.

- e. **Fleet Vehicle Use** – Shannon requested that the fleet vehicles are not added back into the online scheduling program. We currently do not have student life activities or athletics running. Mary will work with the recruiting schedule, which has gone mostly virtual.
Approved.
- f. **Perkins** – Shannon requested assistance today to help recode and spend down remaining Perkin funds. **ACTION:** Brian and Jodi will assist this afternoon.
- g. **Pandemic Team** – Cory Feller, safety officer, and Shannon will be pulling together a small work group to update the pandemic plan with the new template from the system office.
ACTION: Shannon will call the meeting. Participants: Mike, Cory, Shannon, Jodi, Mary, Clinton. They plan to have a draft of the plan to the President's Council next week.
- h. **Face Masks at Front Desk** – Employees are requesting to not wear masks when answering the telephones. It was determined that with the directive from the Chancellor, masks must be worn.

3. Informational Items

- a. **Web Server Update** – The advertisement for the RFP will be submitted to the State Register as soon as possible. There will be two RFPs posted: the front-end design – to be completed by the end of September; and the programming back-end, with a completion date of December. The goal is to have a new website live by February. This is an aggressive timeline due to the instability of the current website.

4. Individual Updates (limited to two minutes)

- a. **Shannon Jesme** – COVID Update: The rollout for the App for COVID screening has been delayed at the system office. More information will be coming. Facilities has purchased floor signage for social distancing, signs are available for offices, and entrance signage has been updated. Please Note: The City of EGF is making repairs to College drive. We will need to use Entrance B as the main entrance until this work is complete. There are a few parking lots receiving repairs on the TRF campus.
- b. **Lars Dyrud** – There is a Foundation Board meeting this Thursday evening. He will be discussing the cash flow for the housing, due to several rental returns, students that didn't attend, etc. Currently over 80 students for fall housing. He is hoping not to lose any athletes that were planning on attending to participate in basketball and/or other canceled athletics.
- c. **Mike Curfman** – There is a revised COVID policy that Michelle Benitt shared with all employees today. The TRF Campus Dean position has been posted, open through August 30 for first review of applications.
- d. **Brian Huschle** – Brian is finalizing the grant proposal for GEER. **ACTION:** Please review and return any edits by this afternoon. He is working with the academic deans on reworking the campus room schedules and will be moving classes to ensure social distancing protocols are followed. Facilities will be posting room capacities in all classrooms.

5. Adjournment 10:30 a.m.

