

PRESIDENT'S COUNCIL

Wednesday, August 5, 2020

9:00 a.m. – 12:00 p.m.

Location: **Zoom**

MINUTES

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

1. **Pandemic Planning** – Administration invited faculty leadership Stephen Nelson and Mary Amundson, and Linda Samuelson, Jeff Bell, and Brian Suckow to the discussion on pandemic planning.
 - a. **New Mandatory Screening Process** – Dr. Bona shared that Minnesota State has rolled out a new mandatory online process to screen employees, students, and visitors prior to entering the building. When students/employees/visitors complete the screening questions, they will receive a “green light” showing they may enter the facility, or a “red light” which indicates that they may not enter the building. The program will generate a report at the end of each day showing who has been on campus and the results of their screening. For the first two weeks of the semester, we will have employees positioned at entrances and the front desk ensuring students and visitors have been screened. Employees will not need to show their results for entry; however, they will need to be prepared to show them upon request. Students and employees will sign into the website with their StarID. Those without a StarID, (visitors, parents, prospective students, vendors, contractors) will need to complete the paper screening form at the front desk. After the first two weeks, administration is requesting that faculty check students’ screening results. Students who refuse to complete the assessment or do not pass the assessment, will be asked to leave the campus. Administration is also requesting that faculty assist in contact tracing by the Health Department in the event there is a positive case of COVID. They are asking faculty to have students sign in and practice a consistent seating chart when possible. Northland is not responsible for contract tracing; however, it has been up to a week before for the Minnesota Department of Health is able to begin tracing. Administration would like to get the information out to students/employees as soon as possible. **ACTION:** Faculty leadership support this request and will ask faculty to develop a process for their classrooms. Dr. Bona asked for feedback from faculty regarding this process. Ideas generated:
 - i. Need to communicate with the students ahead of time.
 - ii. Look at using StarAlert messaging system to communicate with students prior to coming to campus.
 - iii. There will be several students who do not remember StarID/passwords – need personnel to assist with this.
 - iv. Send an email to faculty to volunteer to assist during this first week of school to make the process efficient.
 - b. **Plexiglass Protocols** – Administrative staff have received several requests from faculty to build plexiglass barriers around instructor stations in classrooms to allow faculty to not wear masks while they lecture. These barriers are approved as safety measures; however, it was



agreed that this was not the best solution. Several faculty walk around the classroom, write on the white boards, and work in lab space scenarios. The barrier will trap in an aerosol plume from the previous faculty member, causing an increased risk of breathing in another faculty member's breath, increasing the chance for spreading the disease. **ACTION:** After lengthy discussion, it was determined that there was not support to build these stations. Shannon will communicate with those who have made requests.

i. Other ideas generated:

1. Faculty requested that IT staff assist them in using the sound systems in classrooms where this feature exists. This could include posting instructions at the instructor station. **ACTION:** Shannon will work with Stacey Hron to ensure there are lapel mics for faculty in these rooms. Wipes will be available for faculty to wipe down instructor stations and lapel mics. An instruction sheet will be developed.
2. Faculty requested to know which courses are being scheduled back to back, so they know when the room has been sanitized. **ACTION:** Shannon is working on posting room schedules to classroom doors.
3. It was suggested to research additional resources for students with hearing issues. Wearing masks makes it difficult to hear. Brian shared that he has been working with Sara Johnson in the Academic Success Center to prepare for these requests. The ASC will also look at making clear masks available to assist students who need to read lips. Students needing accommodations should work through the Academic Success Center and employees should work through Human Resources.

2. President's Report

- a. **COVID-19 Update** – Need employees to assist students with finding their StarID and password for the first two weeks of the semester so they can sign in and take the assessment. **ACTION:** Shannon will work with Stacey to develop a process.
- b. **Budget Update** – No budget update was given. Enrollment is currently down -12%.
- c. **Leadership Council Update** – Minnesota State presidents met on August 4th to discuss NextGen.
- d. **Employees Teleworking** – Employees have questioned the Governors' executive order which states that if you are able to telework, you should. Dr. Bona clarified that the executive order states that you should telework, unless you have a business case to be onsite. Northland's position is that all employees have a business case to return to campus, except for employees that have a COVID exception. Employees need to be on campus to best serve students. COVID safety protocols have been put in place. Administration will review the business case need later in the semester. Academics is looking at different options for the library and test proctoring. The Academic Success Center has seen an increased use of tutoring and proctoring online, so this service will continue in this format. Sara Johnson and Chris Fossum will be on site and the tutors will continue to use Zoom appointments for tutoring and proctoring. Dr. Bona supported this model as it has been very successful.

3. Action Items

- a. **Athletic Budgets** – Jim shared that there are athletic membership dues that he needs to pay even though the sport has been canceled this fall. He is working with Shannon and Jason to review student life budgets and move funds as appropriate. These budgets need to be finalized in September and approved by Dr. Bona.
- b. **Grant Proposal – Digi-Key and MSU-Mankato** – Jim requested support to submit a proposal for a Minnesota Job Skills Partnership grant with partners Digi-Key and MSU-Mankato. The grant is approximately \$400,000 over a period of three years. The work



includes curriculum development and training. The deadline to submit the proposal is Sept. 14, 2020. Approved. **ACTION:** Curtis shared that he is working on cleaning up the grant procedures and will work with Shannon on revising the policies and procedures.

c. Policies/Procedures for Review/Approval – Jesme

- i. **5072 Tuition Rates** – Minor changes. The application fee was removed. Approved. This does not need to be reviewed by the Shared Governance Council.
- ii. **7022P Accounts Receivable Procedure** – Threshold amount has changed per Minnesota State policy. The limit changed from \$30 to \$100. Approved. **ACTION:** This policy will be reviewed by the Shared Governance Council for informational purposes.
- iii. **7031P Resale Procedure** – Minor change. Massage Therapy program was removed from the list of programs. Approved. This policy does not need to be reviewed by the Shared Governance Council.
- iv. **7052 Registration Cancellation** – Minor changes to language (1) ... due to all Minnesota State institutions... was added for clarification regarding paying each institution the down payment amount and it was suggested that (2) (whichever is less) was added to provide clarification of the \$300 or 15% down statement.
ACTION: Shannon will update and send to Julie to be reviewed by the Shared Governance Council for informational purposes.

4. Discussion Items

- a. **Summer Hours/Building Hours** – Mike confirmed that August 14 will be the last day that Northland closes at 2:30 p.m. Fall building hours will begin on ~~August 17th~~. UPDATE: August 19th.
 - i. Monday – Thursday 7:00 a.m. – 7:30 p.m. and Friday 7:00 a.m. 5:30 p.m. Chad will look at a more prominent place for building hours.

5. Individual Updates (limited to two minutes)

- a. Lars Dyrud – Lars has been communicating with students regarding new COVID safety protocols for student housing. He is looking at hiring additional work-studies to assist with housing this year. Fall scholarships have been reviewed and are in the final verification stage, with finalizing recipients early next week. **WORKSTUDY POSITIONS:** It was noted that there will be students looking for work-study positions as there is a reduction of positions within athletics this fall. There will still be some positions within athletics, which will need to be approved by Jim.
- b. Shannon Jesme
- c. Mary Fontes
- d. Chad Sperling
- e. Jodi Stauss-Stassen
- f. Mike Curfman
- g. Curtis Zoller
- h. Jim Retka
- i. Brian Huschle

6. Adjournment 11:50 a.m.

