

PRESIDENT'S COUNCIL

Wednesday, February 3, 2021

9:00 a.m. – 12:00 p.m.

Location: **Zoom**

Minutes

Present: Shannon Jesme, Shamani Shikwambi, Jodi Stauss, Mike Curfman, Lars Dyrud, Chad Sperling (1st half), Mary Fontes, Curtis Zoller, and Julie Fenning (recorder).

Absent: Brian Huschle, Chad Sperling (2nd half)

1. President's Report

- a. **Leadership Council Update** – The legislature is rethinking appropriation due to COVID stimulus funds. The system office is trying to argue that COVID stimulus is one-time money to be used for extra expenses incurred due to the pandemic. Shannon may adjust her budget to reflect the possibility that we may not be permitted to raise tuition. Student CRRSSA funds will be disbursed in February.
- b. **Transition Planning** – Administration has been meeting regarding which decisions can be made now and which need to wait until the new president is in place. They are currently looking at an administrative services level position due to the reduction of the academic coordinator, grants/ Perkins coordinator, as well as a dean position.

2. Action Items

- a. **KTRF Radio Segments** – Northland has a segment on KTRF each Tuesday at 9:45 a.m. The purpose is to share and showcase Northland activities with the local community. It is sponsored by a local accounting firm. Chad will be managing this segment and will be working with KTRF to coordinate topics and speakers. Chad will establish a schedule and be flexible with special topics as they arise. Chad is meeting with KTRF to work out the details.
- b. **FAA Workforce Grant** – Curtis distributed the Letter of Intent for participating in this FAA grant. The purpose of this grant is to increase aviation programming across the region. Lake Superior College is the lead and fiscal agent for the grant with Northland and MCTC supporting the grant. The total amount of the grant is \$300,000, with Northland receiving approximately \$40,000. Northland will primarily be responsible for transporting equipment, curriculum development, and providing support for high school program outreach. The grant will be purchasing new equipment for all three colleges. Submission timeline is in March. **Approved to proceed.**
- c. **Fall Faculty Positions** – Shamani requested approval to replace one full-time unlimited English position due to the retirements of Kerry Jaeger and Bonnie Andrys. He also requested to fill one full-time unlimited early childhood education position due to an upcoming retirement. Jodi requested to replace one full-time unlimited construction electricity position due to a retirement at the end of May. **All three positions were approved.**
- d. **Student Consults for CRRSSA** – Students need to be consulted for the use of CRRSSA funds. **ACTION:** Julie will work with Jason Pangiarella, Lisa Bottem, Mary Fontes, Shannon Jesme, and the student senates to schedule a meeting in the next three weeks.

3. Discussion Items

- a. **CRRSSA Funds** – CRRSSA funds are now available. Shannon is waiting for additional guidance from the system office to ensure compliance when spending these funds.
- b. **Budget Update** – Shannon provided an overview of the budget handout. Final numbers were:

BUDGETARY BASIS SURPLUS / (DEFICIT)		
1968	1750	1800
Final Budget	Budget	Budget
FY20	FY21	FY22
572,118	(1,069,202)	(1,665,992)

Planning Assumptions:

- * Tuition rates will increase 3%
- * Personnel is assumed to increase 3% in FY22
- * No stimulus funds included yet in FY21 or FY22 as guidance is pending
- Student Aid portion = \$677,705 Institutional Portion = \$2,376,072

- c. **Banking RFP** – Shannon is working on a banking RFP with five other schools in the system, including Minnesota North (f.k.a. NHED). The system office had completed an RFP for the rest of the system colleges but picked US Bank or Bremer. These banks are not present in our communities. The intention is to choose two options and include an option to extend the five-year contract for another five years. The RFP will include ATM's in the contract, as well as adding language that the bank will cash Northland students' refund checks.

4. Informational Items

a. **COVID Update** – Stauss

- i. **Academic Related** – COVID rates are down in Polk and Pennington counties. However, there has been increased traffic on the COVID email and symptoms being reported on the screening tool. We are experiencing very low compliance with the screening tool, as well as other COVID protocols. Mask compliance with students and employees has been down. COVID fatigue is playing a big part in this problem. Jodi reminded the team to correct the student/employee if you see this happening. Faculty and staff are also encouraged to correct students.
- ii. **Athletics** – Baseball and softball are starting practice this week. The pandemic team is struggling to implement COVID protocols with the teams and ensure compliance with testing. Athletes are currently required to test once a week. If athletes do not test or if they test positive, they are not allowed to practice or attend games.
- iii. **Vaccine Update** – Higher education does not fall into the 1B category. There is no vaccine schedule for Northland employees at this time.

- b. **Internal Communication** – Shannon stated that currently teleworking employees are using multiple programs to answer telephone calls. Some are using Cisco Jabber, MS Teams, Zoom, and even their personal cell phones. It is very cumbersome to contact anyone. She would like to look at something consistent throughout the college for telephone use. Another idea was to establish a process to communicate when an employee is on vacation or teleworking. **ACTION:** Discuss which program works best with your department and this topic will be discussed at the next President's Council meeting. **ACTION:** It was determined that President's Council members will keep Zoom and Teams open on their computers for ease of communication. **ACTION:** Shannon will talk with Stacey to see what the options are regarding forwarding calls to a single program.

c. **Personnel Update**

- i. Sabbaticals have been determined: Mary Amundson and Justin Berry will be on sabbatical for the spring 2022 semester.
- ii. Sandy Driscoll, EGF GMW, has announced her retirement effective March 27th. Bob Gooden has requested approval to replace that position as it is currently written as a full-time GMW. **Approved.**
- iii. Jon Beck has requested to hire a temporary, part-time, STEM outreach coordinator. This would be a grant-funded position through June 30th. The primary responsibility would be to coordinate outreach with NCAT and the K-12 systems for the STEM field. **Approved.** **UPDATE:** This position classification has changed to a contract hire vs. Northland employee.
- iv. There is currently a seasonal, part-time position in the bookstore on the TRF campus. This position schedule does not align well with the responsibilities during fiscal year end. The business office is looking into modifying that position.

5. Individual Updates (limited to two minutes)

- a. **Curtis Zoller** – Mechatronics CBE program is ready. There has been support from the Perkins consortium with high schools. Curtis and the team have met with Crystal Sugar and they have committed eight employees to the program. They are currently having conversations with Philly Mac and Marvin Windows as well.
- b. **Lars Dyrud** – The Foundation is wrapping up spring scholarships. They will be announced soon. They had early recruitment scholarships and the Workforce Development scholarships open for fall. He is also working on the Kotrba scholarships. Lars reported good interest in fall student housing requests.

- c. **Mary Fontes** – Enrollment is 1743 FYE end of year adjusted, with roughly 15 more FYE from FBM. Mary's team received feedback from a SGC meeting the faculty were interested in conducting the annual Career Expo via Zoom this year. Nicki Carlson is leading a team to coordinate the event with local schools and then assess faculty interest. Admissions/Enrollment is close to getting a contract approved by the system office legal counsel to purchase lists from ACT for program specific outreach and marketing. The February schedule is out for advisors. March will be scheduled per the governor's peacetime emergency which is scheduled to end on February 12th. The college community is not aware that Mary is now the Athletic administrator. **ACTION:** Mike will email all employees.
Mary shared that faculty have expressed concerns that they are not getting many prospects for their programs. Mary shared that there was a glitch back in August that has been resolved. There are still some programs without prospects. Faculty want to help and participate in the recruiting aspect. She is working with her team to seek input and participation from faculty.
Jason Pangiarella has been offering multiple activities for students. They include Martin Luther King virtual event, Career Conversations, Feast of Nations, as well as a business card activity. Students who collect two business cards from employees will receive a large take and bake pizza from the kitchen.
- d. Chad Sperling - Absent
- e. Jodi Stauss – No additional update.
- f. **Mike Curfman** – Finalists for the presidential search will be announced around the middle of March. There will be minimal communication with the college community until that point. Mike is expecting the campus visits to be held via Zoom, but that has not been finalized. Mike will provide updates as they are available.
- g. **Shamani Shikwambi** – Shamani met with the faculty who took sabbaticals last year. Joel Ziegler and Rob Jung. He was impressed with their reports. He is working on a grant proposal for equipment dollars for the science department.
- h. **Shannon Jesme** – Shannon reminder everyone to have employees put in all budget requests. The requests may fall into categories that can be funded by CRRSSA funds. This is for equipment and technology requests as well.
- i. Brian Huschle - Absent

6. Adjournment 11:30 a.m.