

PRESIDENT'S COUNCIL

Wednesday, March 17, 2021

9:00 a.m. – 12:00 p.m.

Location: **Zoom**

Minutes

1. President's Report

- a. **Transition Planning** – The team continues to meet. Currently, they are in the process of drafting a position description for an academic coordinator staff position. In addition, the team is reviewing Mary's position description.
- b. **Administrator in Charge** – The designated Administrator in Charge needs to be located on campus. The purpose for this position is in the event there is an emergency on campus. It was determined that one administrator can cover the TRF campus and the aerospace site. The Administrator in Charge should be members from the President's Council first, followed by designated MMA supervisors. The Administrator in Charge must know emergency protocols. Examples: how to cancel classes, close campuses, create a StarAlert message, make public address announcement, know location of AED's and how to use, manage incident reports, facilitate law enforcement on campus; as well as who to contact in the event of a natural gas leak or other critical emergency. **ACTION:** It was determined that training will be required for supervisors. We should have a training plan for all supervisors by summer. **ACTION:** Mike will meet with Cory Feller and Becky Sarff to create a draft training proposal and bring back to President's Council.
- c. **Staffing** – The governor's announcement stated that employees who can work from home *should be encouraged to do so vs. must*. Minnesota State is working on guidance for employees for after April 15th.
- d. **Truck Driving Simulator** – Curtis is working with possible purchaser of the simulator. More information to come. We are looking at a \$20,000 – \$30,000 value.
- e. **Other Equipment** – The semi-trailer has been paid for but has not been picked up. The food merchandizer has not been sold and will be put on the rummage sale. Two automotive lifts are currently for sale on bids. We will have a garage sale in August on the Thief River Falls campus.

2. Action Items

- a. **Re-alignment of Program Supervision** – Brian shared that effective April 1st, the TRF campus welding program and transportation programs will report to Curtis. EGF Farm Ops and general ag will be reporting to Shamani. FBM will continue to report to Brian. EGF welding will continue to report to Jodi.
- b. **TRF Bookstore Position** – Mike requested approval to adjust the position from part-time, seasonal to part-time, permanent. This is a procedural change in the position. The position will be housed in the TRF bookstore and will be posted internally and externally. This position is currently occupied by Alecia Dick. **Approved.**
- c. **NCAT Position** – Havie Lee has resigned effective the end of March. Mike requested approval to repost the position as it is currently written. **Approved.**
- d. **TRF GMW**– Zach Brateng has resigned. Mike is requesting approval to hire the position as it is currently. **Approved.** Looking for a temporary employee until the position is filled.
- e. **Virtual Reality Curriculum for Aviation Maintenance Grant Submission** – NCAT has been very active in the creation of virtual reality teaching tools for career and technical



centers. Curtis is working with an organization that focuses on aviation, transportation, and augmented reality teaching tools. They are looking for a two-year college partner to help develop content, VR resources, engage in urban advocacy groups, and professional development for teachers. The grant is for \$2 million dollars. The partnership will greatly enhance our current programs, and CBE curriculum at Northland. Northland would be the fiscal for the grant, with other partners. **Approved to pursue.** More information to come for final approval.

3. Discussion Items

- a. **Honorary Degree Recognitions** – Discussion was held regarding offering honorary degrees to two individuals who co-founded the campuses. Henry Tweten and Andy Scarr. Both worked to secure funding to build the colleges. It was suggested that we could look at naming something in their honor, and other ways to honor them. **ACTION:** Lars will do research on both individuals and bring back to the President's Council.

4. Informational Items

- a. **COVID-19 Update** – Jodi provided a report on current COVID cases. They are seeing a reduction in numbers in Pennington county. Polk County remains low. Currently there is one student in quarantine. The screening tool is being used more. It has been determined that if an individual receives the vaccine, after 14 days, they do not have to quarantine. Several people have been getting access to the vaccines. Northland cannot require students and employees to receive vaccines. MDH is still not acknowledging higher education as essential workers, so we are not eligible for the vaccine at this time.
- b. **Athletic Pictures** – Individual portraits are permitted. Group photos will not be taken this year. **ACTION:** Chad will see if they can take individual and photoshop them together.
- c. **Commencement** – The governor's order has increased the number of people who can gather indoors. The system office is still recommending a virtual commencement. Northland's virtual ceremony has been announced. It was approved to remain a virtual ceremony for this spring. Chad is waiting for a bid for production of the virtual ceremony. **ACTION:** Chad will email the President's Council for approval as soon as he receives the bid. **ACTION:** Shannon will check to see if we can use stimulus funding for this project. **ACTION:** Shannon will send email with this announcement to all employees and students.
- d. **Personnel Update** – Mike provided an update on the following positions:
 - i. EGF GMW – Sandy Driscoll is retiring March 27th. Position posting closed last night.
 - ii. Early Childhood, Construction Electricity, English Instructor positions – Currently in process.
 - iii. CLA seasonal tutor math/science – This posting has not generated applicants. Sara Johnson is requested institutional dollars for current student tutors. **ACTION:** Brian will approve, and Sara will hire student tutors.

5. Individual Updates (limited to two minutes)

- a. **Shannon Jesme** – No guidance from the system office regarding institutional funds. The Fiscal committee will be reviewing and coding to CRRSAA funds. IT infrastructure purchases have been pushed through to meet specific deadlines. Northland is part of a pilot program for supplier diversity. Looking at how we can incorporate vendors of diverse populations. The NextGen product Workday is moving along. The decision to keep MarketPlace will be made by June 1, 2021. Leadership Council is focusing on budget. New funds will be going to the State and could move into higher education. Shannon is researching this with Minnesota State. Still finalizing the contract for an athletic trainer with Sanford. It is currently being reviewed by the system office.



- b. **Shamani Shikwambi** – Shamani has been monitoring students for masks and the screening tool. He asked if we have received any communication from the system office regarding violence against Asian Americans. Not at this time.
- c. **Brian Huschle** – Program sustainability reports will go out next week. He is working on the fall schedule.
- d. **Curtis Zoller** – Marvin Windows is working on marketing for the partnership. They have given a \$500,000 donation to college to fund the CBE project in Warroad. Curtis is looking into grant programs to help with enhancing project. He will work with Stacey and faculty for the site preparation. He recently had a meeting with Digi-Key. They are interested in electronics work and a CBE curriculum. Curtis is also working on several grant opportunities coming forward. The annual Perkins planning is in progress.
- e. **Lars Dyrud** – He was in the process of evicting two students. They have paid in full and will not be evicted. It is looking good for summer interns from Textron and Digi-Key. The crowdfunding contract will not be extended. Lars is looking into alternative options. Legislators are going to give funds for Workforce Development scholarships again this year, with possibly more funds available. They are advertising state-wide. There has not been much advertising in the local area. Everyone is encouraged to share this opportunity.
- f. **Mary Fontes** – Student CRRSAA consults have been completed. Tuition and fees consults will be scheduled soon. Mary is working with MState (Dumbeck) to create reports for students to determine eligibility for CRRSAA funds. Enrollment down 11%.
Athletics – Coaches are creating a schedule through April. Baseball and softball are no longer practicing indoor on Saturdays. They worked out a plan with facilities regarding staffing. There will be brainstorming sessions coming up regarding SOAR sessions. There will be a different process into the future. The CRRSAA emergency grant application has been completed. The process will be communicated to employees and will be posted to the website for students.
- g. **Chad Sperling** – Chad has been working with Nicki Carlson and the admissions team on recruiting efforts. The pilot information sessions have received over 70 questions. Northland has landed two title sponsorships for boys and girls' hockey and basketball games. Northland has first right of refusal. Northland also will be the title sponsor for the XL93 graduation party promotional. Listeners can win a chance for a graduation party. Northland will be advertising beginning the end of March through April. These are two great opportunities for Northland.
- h. **Jodi Stauss** – Jodi is working on the academic budget requests.
- i. **Mike Curfman** – Tomorrow is announcement for the finalists for the presidential search.

6. Adjournment 11:35

