

# PRESIDENT'S COUNCIL

Wednesday, May 12, 2021

9:00 a.m. – 12:00 p.m.

Location: **Zoom**

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## Minutes

**Present:** Shannon Jesme, Mary Fontes Jodi Stauss, Brian Huschle, Lars Dyrud, Curtis Zoller, Shamani Shikwambi, Chad Sperling, and Julie Fenning (recorder).

1. **Emergency Preparedness Refresher Training (1 hour)** – This training came out of a conversation regarding being an Admin in Charge and if everyone knew what to do in an emergency.
  - a. **AED Training** – Andy Mueller performed training. CPR training was requested for President's Council and possible others. **ACTION:** Julie will work with Cory and Jodi to get schedule training.
  - b. **Public Address System** – Cory reviewed the process to access the public address system. The instructions are located on employee desktops. There was a request to access the system from an external phone. **ACTION:** Cory will bring to the Security Task Group to research options. Cory and Shannon will look into using CRRSAA funds to upgrade speaker system and door lock software for the college. The public address system has not worked properly during recent drills. There was a suggestion to look into color coded emergency lighting for programs that have noisy environments. Wallet cards are available from Cory. President's Council requested hands-on training on how to use the system. **ACTION:** Cory will work with Julie to schedule training.
  - c. **StarAlert** – Currently only Jodi, Cory, and Brian are active users. It was determined that all President's Council members need access to StarAlert. **ACTION:** Cory will reactivate these accounts and provide a refresher training.
  - d. **Administrator in Charge**
    - i. **Emergency/Post Emergency Protocols** – Cory distributed the Supervisors Emergency Procedures Manual. This manual contains the necessary information for the Administrator in Charge, including phone numbers and procedures for various emergencies. **ACTION:** Cory will add the Student Behavior Chart to the manual. **ACTION:** It was determined that President's Council will participate in a refresher in the fall before the semester begins. **ACTION:** President's Council will review the Emergency Operations Plan over the summer.
2. **President's Report**
  - a. **Growth Opportunities, AMP, Strategic Plan Ideas Project** – During the May 26<sup>th</sup> President's Council meeting, the complete list of ideas will be reviewed and status updates/responses will be recorded. The results will be shared with Dr. Kiddoo and the college community.
  - b. **Stimulus Funds Update**
    - i. **CRSSAA Update** – Faculty requests have been reviewed and funding sources have been determined. Most faculty equipment priorities one and two have been



approved for purchase. The business office staff will be purchasing these over the summer.

- ii. **ARP Update** - Northland will receive a total of \$5,335,594 in the third round of stimulus funding. Students will receive \$2,791,361 and \$2,544,233 will be the institutional portion. Shannon distributed the FAQ's for this round of stimulus funding. She is still waiting for additional guidance regarding the spending timeframe. It will be the same criteria with two additional options: Continuing to reduce the spread of COVID (Vaccine clinics, cleaning, disinfecting, air quality) and provide direct outreach to students directly affected by COVID. Funds may again be used for technology. Stacey Hron will research options for technology in the classroom over the summer. Work will begin with faculty after fall semester begins to determine classroom technology needs.
- c. **Banking RFP Results and Contract** – Shannon is recommending contracting with Wells Fargo. The contract is for five years with a five-year renewal schedule. Approved.

### 3. Action Items

- a. **Athletic Coordinator Duties and Credit Splits** – Mary is recommending splitting the credits for head coaches, adding a third person as a game day coordinator. This will build capacity for supervisory responsibilities on game day. Approved. This process will be reviewed for next year.
- b. **Volleyball Head Coach** – The head volleyball coach has requested a co-head coaching assignment. Approved. This process will be reviewed in the spring.
- c. **Campus Management Team Meetings** – Brian requested to combine campus management meetings. Membership overlaps and deans and the director of facilities would have interest in both campuses. Approved. The meetings will be scheduled for Monday mornings at 9:00 a.m. beginning June 7, 2021. **ACTION:** Julie will update the Master Committee Chart to reflect this change.

### 4. Discussion Items

### 5. Informational Items

- a. **COVID-19 Update** – Waiting for guidance from the system office regarding new governor's orders.
  - i. **Theater Performances Outside of Business Hours** – The TRF theater group is requesting to hold theater performances in June and July (9 dates) after business hours. Approved.
  - ii. **Fitness Center Re-opening** – Pandemic team recommended opening the fitness Centers beginning fall semester, with three-foot social distancing enforced. They will be moving the classroom out of the fitness center in EGF due to the increased capacity provided by the three-foot distancing rule. Fitness centers are open to students and employees during open hours, following MDH guidance.
  - iii. **Cleaning Guidance Update** – There will be reduced cleaning protocols on campuses per MDH guidance.
  - iv. **Classes Returning to On-Campus Delivery** – Faculty have requested that some on-campus classes not return to campus this fall. It was determined that the fall semester schedule has been published and will not be changed. This discussion is for spring semester forward. **ACTION:** Julie will bring to SGC in September for discussion.



**b. Personnel Update**

- i. Dr. Kiddoo will be on the EGF campus on Thursday and the TRF campus on Friday. She has a tour scheduled for each location, including the Aerospace site. She will be meeting with Chad, Brian, and Shannon. President's council is invited to lunch on Friday. **ACTION:** Let Julie know if you would like to attend.
- ii. Offers have been verbally accepted for the CONE, English, Early Childhood Education instructor positions. They will be announced soon.
- iii. An offer is being made today for the NCAT OAS position.
- iv. Nursing instructor position closes at the end of May.

**6. Individual Updates (limited to two minutes)**

- a. **Shamani Shikwambi** – There were two faculty nominations for the division chair for the Business, Management, Marketing department. Shamani and Brian met with each one and made a recommendation to Shannon. There is currently a student art exhibition in the art gallery in TRF. Next week will be a new exhibit by the Minnesota Arts Council called “Tiny Art”. Shamani also was invited to speak at Lions Club.
- b. **Brian Huschle** – No additional update.
- c. **Curtis Zoller** – Working on securing presenters for fall in-service. Also continuing to work on grants and budgets for current initiatives.
- d. **Lars Dyrud** – Lars has begun working on answers to the questions from Dr. Kiddoo. Has received a new \$20,000 endowment scholarship for EGF Fire Tech students. The audits for 2019 and 2020 are still in progress.
- e. **Mary Fontes** – Enrolment is down compared to two years ago. Ben has been reaching out to faculty to encourage their students to check in with their advisor. Supervisors are working with advisors on status of contacts with students. They are testing a new feature in MS Office where students can be linked directly to schedule an appointment with advisor.
- f. **Chad Sperling** – Working on virtual commencement, expecting a finalized video from Midco tonight. Great response from faculty and students with 180 students submitting photos and 15 faculty videos. They have been posting a countdown to commencement on social media. Chad is also building landing page for commencement tools and templates for students can use to promote their graduation ceremony. Chad has also started working with the website development vendor. The contract has been executed and they have been meeting.
- g. **Jodi Stauss-Stassen** – Jodi has completed the CONE instructor search. Angie Brekken has accepted the professional development coordinator assignment with Peggy Roger's retirement.
- h. **Mike Curfman** – There is a MDH call today. Mike will share any new guidance if available.

**7. Adjournment 11:50 a.m.**

