

PRESIDENT'S COUNCIL

Wednesday, July 14, 2021

9:00 a.m. – 12:00 p.m.

Location: **Zoom**

MINUTES

Present: Sandy Kiddoo, Shamani Shikwambi, Shannon Jesme, Jodi Stauss, Lars Dyrud, Chad Sperling, Mary Fontes, Lisa Bottem, and Julie Fenning (recorder).

Absent: Brian Huschle, Curtis Zoller, Mike Curfman

1. **Supervisors Emergency Procedures Manual** – Northland counselors, Shelley Cervantes (EGF campus) and Kelsy Blowers (TRF campus), presented an additional procedure to the Emergency Procedures Manual with guidance in the event a student has a crisis and counselors are not available to assist. They shared the draft procedure to be included in the manual for all employees. **Approved. ACTION:** Julie will communicate to Cory Feller, safety officer, the update. Other items discussed included posting these emergency numbers in classrooms, along with other frequently used numbers: IT, Facilities, Administrator Line. Shelley and Kelsy also shared details regarding new grant initiatives as supplements to student mental health services offered at Northland.

- a. **Learn to Live** – Online program for students, which includes an assessment and learning modules.
- b. **Telepsychiatry** – The grant allows students to be connected with trained psychiatrists. These individuals can prescribe medication and counseling. The goal is to have this available this fall. Shelley and Kelsy will work with Chad to market these services to students.

2. President's Report

- a. **Fall Student Picnic** – Sandy would like to continue this activity, hosting an event at each location. She will be meeting with Jason Pangiarella on the details.
- b. **Welcome Wednesday** – Sandy is working with Jason Pangiarella on dates for each campus, and one at the Aerospace site. More to come.
- c. **Pioneer 90.1 Radio Segment** – Good opportunity to highlight program and student services topics. **ACTION:** Chad will help with a schedule and topics similar to the KTRF radio segment.
- d. **Editorials** – Sandy will be writing editorials periodically regarding the activities of the college. Please email any ideas for topics to Sandy. Topics mentioned: CBE, healthcare careers, construction careers, aerospace site, online options, ZDegree. **ACTION:** Chad will schedule meetings with editors of local papers. Could also look at a President's Office blog, and social media posts.
- e. **Fall In-Service** – Sandy requested input on the message she should share with all employees. Curtis is organizing the agenda. There was a recommendation to cover the BIT ticket process and reviewing the Student Behavior Chart. **ACTION:** Julie will share the document with Sandy.
- f. **Aligning Plans – Setting Goals for the Year** – Sandy is currently reviewing all of Northland's plans, along with system-level plans. She would like to work on reviewing and aligning all the plans into a cohesive set of plans. This will be a project for the President's



Council. **ACTION:** Julie will schedule a President's Council retreat after the fall semester start.

- g. **Committees/Workgroups Review** – Currently there is not a formal process to provide suggestions, input, and feedback relating to marketing and recruiting. Sandy will be meeting with Nicki and Chad and will determine what is needed in the future. Another recommendation is a Retention Committee. Membership should include the Dean of Student of Affairs, student services representatives, and faculty participation.
- h. **Community Advisory Committee(s)** – Sandy plans to revisit this group. **ACTION:** Julie with work on the membership roster. More discussion is needed regarding having a separate one for each campus.
- i. **Staff Advisory Council** – This group will begin meeting in the fall of 2021. **ACTION:** Julie will request new membership.
- j. **College Professional Organization Memberships** – Julie provided a draft list of current memberships. A final list will be shared when complete. **ACTION:** Julie will add AACC and NACCE.
- k. **Leadership Read - *The 4 Disciplines of Execution: Achieving Your Wildly Important Goals*** Sandy will be asking President's Council to read and discuss this book. Reading assignments will be given at the next meeting. **ACTION:** Julie will distribute books when they are received.

3. Action Items

- a. **7012 and 7012.1P Grant Management Policy/Procedure** – During a recent grant audit, several recommendations for revisions were made. Shannon has updated these to better align with the grant requirements. They are currently posted in draft form and will be reviewed by Shared Governance Council (SGC) in September. **Approved** – pending review by SGC.
- b. **Open Gym, Fitness Center Schedule, and General Resumption**
 - i. **Open Gym** – There have been open gym requests by the athletic coordinators. These sessions will be supervised by the athletic coordinators. The hours and entrance will be posted. Facilities are on staff, so there will be no additional cost to the college. **Approved. ACTION:** Need to communicate to athletic coordinators which entrance to use.
 - ii. **Fall Sports** – Fall sports will begin in August (Volleyball, Clay target) There have not been any requests for fall baseball at this time. If activities are organized practices, then coaches can manage and schedule. If an open gym is requested, then an employee is required to monitor. **ACTION:** Lisa will need to identify needs and then a schedule can be put in place.
 - iii. **Fitness Center Schedule**
 - 1. **Employees/Students** - 11:00 a.m. – 2:00 p.m. M-F. monitored by facilities and 7:00 p.m. – 9:30 p.m. M-TH, monitored by the Campus Attendants. All other hours can be blacked out for courses and athletics. This is the recommendation for the TRF campus only. East Grand Forks will need to be discussed with Jason regarding coverage. Shannon is currently working on a process for requesting the gym for internal and external groups. **Approved.**
 - 2. **Athletes** – 5:00 p.m. – 7:00 p.m. or other hours as needed outside of employee student hours. **Approved.**

4. Discussion Items

5. Informational Items



- a. **COVID-19 Update** – Currently fall semester is planned with no restrictions regarding masking or social distancing. Jason is working on vaccination clinics on each campus. We need to be prepared to shift if the local communities have a surge in cases. Courses are still being offered by hyflex or online synchronous for the fall semester. We will need to determine when hyflex/online synchronous will return to on-campus delivery. There is a discussion regarding incentivizing students to get vaccines. Shannon and Jodi are looking into options.

6. Individual Updates (limited to two minutes)

- a. Lars – The scholarship application window has closed. Lars and Amy are working on awarding recipients. There are currently 30 applicants for housing. There will be a Northland booth at the Pennington County fair. Please let Lars know if you would like to participate. Dr. Kiddoo will be there Friday and Saturday.
- b. Enrollment – Enrollment has slowed, down in headcount and FYE. Admissions and advisors have been working hard with calling, emailing, and texting. Direct mail campaigns have gone out as well with over 21,000 postcards mailed.
- c. Shannon – Reminder to get bills paid for FY21. The hard close is the first week of August.
- d. Shamani – He is working on the fall course schedule and reviewing courses with low enrollment. He received an invitation from UMC to participate in an NSF grant, with a STEM focus, in math, biology, and chemistry. He is still working out the details. More to come.
- e. Chad – Has done an increase in radio, billboard, digital, and program-specific digital marketing. He signed Northland up for Chamber Business After Hours in Grand Forks on August 19, 4:30 p.m. – 7:00 p.m. He will be sending an email requesting help to set up and participate in the event.
- f. Lisa – Lisa has been working with Shannon to distribute funds to students.
- g. Jodi – Jodi is also working on the fall schedule and with various programs on enrollment strategies.

7. Adjournment 11:52 am

