

# PRESIDENT'S COUNCIL

Wednesday, July 28, 2021

9:00 a.m. – 12:00 p.m.

Location: **TRF 662 (290/Zoom)**

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## MINUTES

**Present:** Sandy Kiddoo, Brian Huschle, Curtis Zoller, Shannon Jesme, Chad Sperling, Shamani Shikwambi, Jodi Stauss, and Julie Fenning (recorder).

**Absent:** Lisa Bottem, Lars Dyrud

### 1. President's Report

- a. **President's Council Structure** – Sandy is going to survey the President's Council regarding the format and structure. It was determined that during in-person meetings, an administrator would remain on the alternate campus until MMA level employees can be trained to serve as the designated Administrator in Charge.
- b. **Community/College Events** – Sandy shared a list of upcoming events:
  - i. Business After Hours Trade Show - August 17 – Sandy, Jodi, Shamani, Chad, Nicki, Ben will be attending. Brian and Mike are golfing at the Military Golf Tournament that same afternoon.
  - ii. EGF State of the College – Thursday, October 21
  - iii. TRF State of the City – Sandy will discuss with the TRF mayor.
- c. **State Fair Booth** – Northland will cover the Minnesota State booth Sunday, August 29<sup>th</sup>. Four employees are invited to participate. Northland will have Sandy, Shamani, Nic Thompson, and Heather Koland. Chad shared that he will order more swag items. Sandy will cover them out of the president's cost center.
- d. **Parades & Community Presence** – Northland will participate in the Potato Bowl, Goosefest, and the TRF Homecoming parades. **ACTION:** Chad will work with Jodi to find a vehicle to wrap/decal for these events.
- e. **President's Council Retreat** – The President's Council retreat has been scheduled for October 20<sup>th</sup>. The purpose will be to review and align the college plans.
- f. **President's Welcome BBQ** – Picnics with the President have been scheduled:
  - i. September 23, TRF; September 28, EGF; September 30, Aerospace
- g. **Welcome Wednesdays Planning** – Events are being planned. There will be fun swag for students. Sandy is asking everyone to encourage students to attend.
- h. **In-Service Message** – Sandy asked for input on the message to faculty and staff for in-service. Topics suggested included enrollment, pandemic, marketing, website, and budget updates; transition plans for the year; and stimulus funding updates.
- i. **President's Update** – Sandy is sending an email to all employees once a month with an update of activities and upcoming events. **ACTION:** Please send anything you would like included.
- j. **Leadership Read** – Read through Section 1. Page 102.
- k. **Office Schedule** – Sandy will be in EGF Mondays, Wednesdays, and Fridays, and TRF on Tuesdays and Thursdays, with one or two days a month at the Aerospace site. Schedule subject to change.



**2. Action Items**

- a. **Grants Accountant Position** – This position is currently filled with a full-time temporary employee and is a 50% grant/50% general fund. Shannon is recommending changing to a 90% grant and 10% general fund. **ACTION:** Shannon will draft a revised position description and send it to President's Council for review.

**3. Discussion Items**

- a. **Athletic Trainer** – We are required to have an athletic trainer at every game. Shannon has a long-running contract with Sanford and is recommending contracting with Sanford again for FY22. Approved. This will be reviewed on an annual basis with input from coaches.

**4. Informational Items**

- a. **Radio Tower** – Shannon is recommending Northland hire a contractor to inspect the current 90.1 radio tower to possibly purchase the tower. The cost is \$3000 for the inspection. **ACTION:** Shannon will request a price quote for the rental of another tower and the cost to move Northland's existing equipment. Approved to conduct the inspection.
- b. **HEERF Update** – Shannon provided a handout regarding the status of the stimulus funds.
- c. **Equipment Budget Request Process** – The request process will be reopened in September to faculty only to make additional equipment requests.
- d. **Northland Trail** – Shannon shared an update on the project. The signs, benches, and dog waste stations are being installed and the bridge is completed.
- e. **COVID-19 Update** – The decision on spring course delivery will be postponed until additional updates from MDH. Pandemic leadership will remain with Jodi through the fall semester.
- f. **Personnel Update**
  - i. Nursing Tutor – It was determined to be a failed search. Sara will hire peer tutors.
  - ii. Math and Science tutors – Currently in the screening process.
  - iii. ETAS TRF – Currently in the interview process.
  - iv. GMW – EGF – The deadline was extended.
  - v. NCAT OAS – Currently in the interview process; however, the position is open until filled.

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

- a. Brian Huschle – Brian is working with the CTE Center in the Grand Forks public schools on a matching grant. There could be opportunities for articulations from high school to college.
- b. Chad Sperling – Requested feedback regarding continuing the KTRF radio segment. Approved to continue segment.
- c. Jodi Stauss – No additional update.
- d. Mike Curfman – Shared tentative updates from labor contract agreements.
- e. Shamani Shikwambi – Working on the fall course schedule.
- f. Curtis Zoller – Currently conducting interviews for ETAS and OAS positions. The Marvin Windows visit is scheduled for August 5<sup>th</sup>.
- g. Shannon Jesme – Working on end-of-year procedures.

**6. Adjournment: 12:00 p.m.**

