

PRESIDENT'S COUNCIL

Wednesday, August 25, 2021

9:00 a.m. – 12:00 p.m.

Location: **Zoom**

MINUTES

Present: Sandy Kiddoo, Brian Huschle, Mike Curfman, Jodi Stauss, Shannon Jesme, Lisa Bottem, Curtis Zoller, Shamani Shikwambi, Chad Sperling, Lars Dyrud, and Julie Fenning (recorder).

1. President's Report

a. Upcoming Events – Participation

- i. **Chamber Business After Hours Trade Show Recap** – 8/19/21 – Sandy reported that this was a worthwhile event! Several alumni stopped by for some Northland swag. Northland's booth looked wonderful!
- ii. **State Fair** - 8/29/21 – The booth supplies are ready to load up. Curtis is working with Shamani on logistics for the drone.
- iii. **Trike Wars** - 9/9/21 – Volunteers are needed for a team. Employees may participate as part of their workday. A planning meeting has been scheduled to discuss costumes. This is a great opportunity to get involved with the community.
- iv. **Potato Bowl Parade** - 9/18/21 – Swag and candy are ready. Chad is working on the truck decals/wrap. **ACTION:** Lisa will connect with Jason regarding students.
- v. **East Grand Forks Showcase** - 9/22/21 – Brian, Jodi, and Curtis will discuss items to bring. **ACTION:** Please let Chad know what we plan to bring by the City's September 8th planning meeting.
- vi. **GooseFest** - 9/25/21 Sandy will be participating in the student paintball event. Lisa will take the lead on this event. Jason is working with the coaches for student-athlete volunteers. PAMA may be planning on attending as well.
- vii. **Norski Night** – 10/30/21 Northland will have the entrance and lobby, as well as half-time activities during a Norski game. Chad is looking at getting tickets at a discount for students, employees, and families. Mike, Shamani, and Lars volunteered to assist with this event. **ACTION:** Chad will look for technology ideas for the volunteer and ticket request sign-up.

b. **Committees** – Sandy reviewed the Master Committee Chart with the new workgroup recommendations. Management leads and membership were discussed.

c. **Leadership Read** – (postponed until next meeting)

d. **Community Newsletter** – Sandy would like to create an electronic, community newsletter twice a year (October/March). It was determined to use the *Northland at Work* newsletter format. **ACTION:** Sandy will send writing assignments to the group. Please have submitted through the *Northland at Work* web link by October 1st.

2. Action/Decision Items

- a. **Revised Procedure 7.6.2** – This procedure was revised by the Minnesota State Board of Trustees and updated at the system office. Shannon made edits to Northland's 7022P Accounts Receivable procedure to reflect these changes. Approved. **ACTION:** Julie will forward this to SGC for review.



- b. **Grant Accountant Position Description** – Shannon shared the final position description for this position. It did not change levels after review by the system office, so it will remain the same as the existing position with minor changes. Approved.
- c. **FBM Challenge Grant Application** – Brian shared details regarding a grant opportunity and requested approval to apply. This is an ongoing grant opportunity to offset the costs of the FBM program. Approved.
- d. **Student Distribution of ARP** – Lisa is working with Shannon to create a plan for distribution to submit to the system office. **ACTION:** Lisa will bring the plan to the next meeting.
- e. **Security Camera Rights** – Mike shared that currently only Bob, Shannon, and Clinton have access to the security system since Mary Fontes has retired and he has moved into the HR role. He requested that Shamani and Jodi be added to access the security cameras. Approved.

3. Discussion/Clarification Items

- a. **Telework Agreements** – It was determined that any new, long-term telework agreement requests, relating to the pandemic, will be reviewed by President's Council. Supervisors can work directly with HR for short-term requests.
- b. **The 701 – Coworking Space** – Dyrud – Item tabled until next meeting.
- c. **Planning Retreat – 10-20-21** – Sandy shared a list of information that she would like to have available for the upcoming retreat. She asked for input on any data that would be helpful. Ideas generated:
 - i. Degree/certification awarded data
 - ii. Credit by attendance data
 - iii. What programs are our students currently enrolled in?
 - iv. Which program leads to greater or lesser opportunity?
 - v. Labor Market Data such as Burning Glass or EMSI
 - vi. Survey Community, high school, current students, employees.
 - vii. What new businesses, healthcare, industries, services are new or coming to our region? Offer new skills or upskilling of the population to meet new demand. What industries are going away?
 - viii. Annual Sustainability reports – **ACTION:** Julie will include the most recent one.

4. Informational/Insight Items

- a. **Bonding Tours**
 - i. Today! August 25: Minnesota Senate - Northwest Minnesota
 - ii. September 21-23: Minnesota House - Northwest Minnesota
- b. **Budget Update** – Jesme – Time did not allow for a budget update.
- c. **Stimulus Funding** – Jesme – Time did not allow for an update.
- d. **COVID-19 Update** – Sanford/Altru do not have the capacity for testing Northland employees at their locations. The pandemic team is working towards an option for testing on campus. We are still waiting for clarity on student housing testing requirements. Mask compliance has been good on both campuses.

5. Individual Updates (limited to two minutes) Time did not allow for individual updates.

6. Adjournment 11:30 a.m.

