

PRESIDENT'S COUNCIL

Wednesday, September 8, 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

- i. State Fair Recap - 8/29/21 – Great event for Northland to participate. There was great attendance. The respiratory therapist program lung activity was a big draw.
- ii. Trike Wars - 9/9/21 Ready to go!
- iii. Potato Bowl Parade - 9/18/21 Ready to go!
- iv. East Grand Forks Showcase - 9/22/21 Ready to go!
- v. GooseFest - 9/25/21 Coaches and student athletes plan to participate.
- vi. Manufacturing Days – 10/25 & 10/26 Northland will be participating at the event at Lincoln High School.
- vii. Norski's Night – 10/30/21 – More details to come.

2. Action/Decision Items

- a. uAchieve Planner: Implementation of Graduation Planner and Schedule Builder – Discussion was held regarding participating in this fall. It was determined that there was no rush to sign up and that more information is needed to decide. **ACTION:** Lisa and Brian will discuss with their departments to see if there is value in participating.

3. Discussion/Clarification Items

- a. **Administrators at Athletic Events** – Athletic coordinators are onsite at each athletic event. It was determined that an administrator will be on camps during athletic events to help support compliance with masks, etc. **ACTION:** Lisa will share the dates she is unable to attend. Julie will create a signup process for others to cover.
- b. **Strategic Planning Retreat** – 10-20-21 – Binders with data are being prepared for President's Council members to review prior to the planning event. Lars can add scholarship data.
- c. **Leadership Read – Section 2** – Discussion was held. Next assignment will be given after the planning retreat.
- d. **The 701 – Co-working Space** – Lars shared that there has been some interest in incubator space for local community members. Advance TRF and the TRF chamber conducted a study for the community of Thief River Falls on this topic. **ACTION:** Curtis will send information to Sandy and Lars.
- e. **Professional Advancement Plan** – The executive team reviewed the current process for administrative advancement at Northland. The revised process was shared for feedback. **ACTION:** Sandy will send the draft out for final review. Julie will add to the next agenda for final approval.

4. Informational/Insight Items



- a. **Pandemic Update** – Cases are increasing for students and employees. Close contacts who are vaccinated do not need to quarantine. The employee testing app VaxTrak will be live tomorrow. Northland will allow employees to the end of the day Monday to submit information. This includes student-workers.
 - i. **Spring Semester Message** – The message has been that we will have more classes on campus. This will affect a small number of liberal arts and sciences. There are some disciplines that do not have any in-person class options for students.
 - ii. **Vaccination Incentives** - Other colleges are doing creative things to encourage vaccinations. The pandemic team are looking into options.
- b. **IR/Grants Analyst Position** – Sandy will send the position description to everyone for feedback.
- c. **Intermittent Positions** – The following intermittent positions were requested: EGF campus backup GMW and EGF fitness center monitor. Approved.
- d. **Facilities – HVAC** –Tim Bergerson, Master Electrician will be managing all HVAC operations on both campuses, with the assistance of Bryan Berger. Please direct any concerns to Tim Bergerson (TRF) and Bryan Berger (EGF).
- e. **Morale** – Sandy has recognized that morale has suffered due to the pandemic. Every position at the college has been affected. **ACTION:** Send ideas for morale boosting activities, ways to show appreciation for extra work being done in all areas of the college. Ideas included monthly employee town halls. Julie and Sandy will work on scheduling.

5. Individual Updates (limited to two minutes)

- a. **Lars Dyrud** – Outside church group doing a lunch for students in housing to welcome students to the community on Saturday after the volleyball game. This is open to everyone.
- b. **Shamani Shikwambi** – Shamani has created a folder on the N drive called President's Council. Shamani has begun to save interesting articles and other information there for everyone.
- c. **Shannon Jesme** – Shannon is working on the budget update.
- d. **Chad Sperling** – Chad is working on the up-coming events. He is working on the design for the Northland pickup truck wrap for the Potato Bowl Parade. Other events include State of the College, Northern Career Valley Expo. He has been working with faculty on program-specific swag. He is ramping up marketing efforts to coordinate with recruiting schedule.
- e. **Curtis Zoller** – Currently working on projects with Digi-Key and Marvins. Completed the Perkins annual report. He is also developing a process to look at other programs of study for Northland.
- f. **Mike Curfman** – Currently working to fill two vacancies: business office position vacated by Alicia Dick and the NCAT OAS position. Mike requested approval to repost the NCAT position as it is currently. Approved. Mike requested approval to post the bookstore position as a part-time, year-round position. Approved. VaxTrak will be live Thursday. More information to come.
- g. **Lisa Bottem** – Volleyball away game today at Central Lakes at 3:00 p.m. Saturday games are streaming live. Aid applied last Friday and will be disbursed on Monday. ARP plan is being reviewed. Telepsychiatry is almost ready. Learn to Live is live on the website.
- h. **Jodi Stauss** – Jodi is doing health program curriculum work, preparing for the upcoming career fair, and managing the COVID email, with significantly increased traffic on evenings and weekends.

6. Adjournment 12:15 p.m.

