

## Executive Team

February 3, 2022

11:00 a.m. – 1:00 p.m.

Zoom

## MINUTES

**Present:** Sandy Kiddoo, Mike Curfman, Brian Huschle, Shannon Jesme, and Julie Fenning (recorder). Jeff Bell and Jodi Stauss (Pandemic Update)

### 1. Pandemic Update – Stauss/Bell

- a. **Case Update** – Current case rate is higher than it has ever been during the pandemic in both counties – Polk and Pennington. Polk's rate is 310.9/10,000 and Pennington's is 267.7/10,000. Currently 15 students positive, 10 quarantine, which is down from last week; however, with several classes going online, students may not be reporting as they are not coming on campus. Jeff will have a better idea of the status of the peak next week.
- b. **External Facilities Use** (WDS, KSRQ, Etc.) – All agencies have been notified and activities have been relocated.
- c. **Athletics** – Dr. Kiddoo would like to allow recruits and their family members to attend the basketball games this week. The decision will be made after next week's data is reviewed. Dr. Kiddoo and Jeff will join Campus Management at 9:30 a.m. on Monday to discuss athletics and mask compliance.
- d. **Beverages in Classrooms** – Dr. Kiddoo was asked to attend a Student Senate meeting. They have requested to allow beverages in classrooms. It was determined that the protocol would be revisited next semester, pending the pandemic case numbers.
- e. **Student Life Request** – Jason Pangiarella requested approval to purchase movie theater tickets and give to students to be able to continue student life activities (off-campus) during the "pause". Approved.
- f. **Campus Management** – Because of the timing and communication of the Exec Team with Jodi and Jeff around decisions on the pandemic, and the requests that we get for facilities usage, it was determined that Jeff and Sandy will join campus management Mondays at 9:30 am to discuss pandemic questions/decisions and implementations.

### 2. Action – Position Requests

- a. **MECH/Marvin Position** – Brief discussion. **ACTION:** This item will be brought to next week's agenda.
- b. **Intermittent Food Service Worker** – Shannon requested to replace the existing two positions (intermittent and temporary/part-time) with one permanent/part-time position with benefits. This position will go through the regular search process. Approved.
- c. **Reclassification Discussion** – Discussion was held on the approval process for requesting position reclassifications. It was determined that all requests need to be approved by the supervisor's supervisor.
- d. **Sabbatical Replacements** – Mike shared that in February/March, they will be advertising for the sabbatical positions that were awarded for 22-23. There is one in music, psychology,



automotive, accounting, and two in nursing. The number of full-time/temp positions needed has not been confirmed. **ACTION:** Julie will bring this item to next week's agenda.

3. **Discussion – Continuous Pool** – Dr. Kiddoo requested to have an online application always available on the website for people to apply at any time, even if a specific position is not posted. This will allow Northland to have a continuous pool of talent available. **ACTION:** Mike will work with Becky and Michelle to bring back ways in which we can do this.
4. **Discussion/Information – EGF Campus Open House** – Brian is seeking input to host an open house on the East Grand Forks campus. There are several activities that bring the public to the TRF campus (athletics, theater, Vex, art gallery) and the aerospace site recently had a well-attended open house. This open house would invite the public to the EGF campus. The primary focus would be to market the open house to area school instructors. The event would be held after their instruction day was complete. (4:00 p.m. – 6:00 p.m.) We would also market to community members. Brian would propose to have admissions and recruiting staff available, and faculty present with various program information and hands-on activities. The goal would be to have this be an annual event on each campus. Nic Thompson will lead the planning team. The Exec Team supported this activity. **ACTION:** Brian will report the planning progress and work to ensure we have faculty support/presence at the event
5. **Discussion/Information – Equity and Inclusion Items** – Brian requested input on two items brought forward from the Equity and Inclusion Committee.
  - a. **Red Shirt Day Launch** – Brian requested guidance on launching Red Shirt Friday to employees and students. **ACTION:** Sandy will announce during the town hall meeting on Friday, Feb. 4<sup>th</sup>. **ACTION:** Julie will communicate to Chad to create a small social media campaign.
  - b. **Welcoming Statements/Flags/Map** – There was a request from a department to hang a wall décor piece that has “Welcome” listed in several different languages. The Equity and Inclusion committee felt this should be wider spread than one department on one campus. **ACTION:** Brian and Shannon would work with the Facilities committee to create a subcommittee that would include Equity and Inclusion committee members to create a recommendation for the college on how we can support the requests, while maintaining the branding of the college. The goal would be to have a recommendation by the end of the semester, with work being completed over the summer.
6. **Discussion/Information – Instructional Revenue and Expenses Analysis** – Shannon provided a handout which analyzed instructional costs and revenue. Shannon will have the program assessment tool completed by tomorrow. **ACTION:** Julie will add this item to next week's Exec Team meeting to take a deeper dive at the individual programs.
7. **Dean of Student Affairs Search Committee** – Mike shared that there was request from a student to participate on the search committee. It was determined that we will have open forums for students and that students will not be on search committees.
8. **Mask Compliance** – This item was tabled until it can be discussed next Monday, during the last half of Campus Management for additional input. Dr. Kiddoo and Jeff will join at 9:30 a.m.
9. **LAT Agenda Items** – Dr. Kiddoo requested input on agenda items for the next Leadership Advisory Team meeting.

Time did not allow for these items. **ACTION:** Julie will add to next week's Exec Team agenda.

- a. **Discussion/Information - NWPIC, Racial Equity Dividends Index (attachment)** – Huschle
- b. **Discussion/Information – Changing Hours of Service/Telework** – Kiddoo
- c. **Discussion/Action – Food Events (attachments)** – Kiddoo
- d. **Discussion – HEERF Funds for Students' Basic Needs (attachment)** – Kiddoo
- e. **Expectations of Response/Communication/Timeliness** – Kiddoo
- f. **Graduation Updates** – Kiddoo
- g. **Baseball** – Kiddoo

**10. Adjourned:** 1:00 p.m.