

Executive Team Meeting

February 10, 2022

10:00 a.m. – 12:00 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 – Case numbers at Northland and in the community are decreasing significantly. No changes to existing protocols.
2. **Action-Position Requests**
 - a. **Criminal Justice Director/Instructor Position** – Brian requested to refill the instructor/director position due to a retirement. Approved.
 - b. **MECH/Marvin Position** – Discussion was held regarding the status and classification of this position. **ACTION:** Julie will invite Curtis Zoller to next week's meeting for further discussion.
 - c. **Sabbatical Replacements** – Mike is working with the deans to determine which positions will be replaced. The academic deans are assessing the need for a fulltime replacement or adjunct positions. Once this is determined, Mike will work with Shannon on the budget.
 - d. **eSports Coordination** – Dr. Kiddoo shared that there was a lot of interest from current students in the eSports survey that was conducted recently. It was determined that Northland will offer eSports beginning fall 2022. Discussion was held on a credit assignment for managing the program. It was determined that 1.5 credits will be given per campus coordinator assignment. Dr Kiddoo sent out an ask in the fall to faculty and staff interested. **ACTION:** Dr. Kiddoo will discuss the coordinator position(s) with individuals who may be interested and will connect with Chad Sperling to create a press release. Dr. Kiddoo will work with Lisa on additional needs/communication and coordination with NJCAA.
3. **Discussion-Continuous Pool Update** – Mike is working with his department to create a new process, as our current system does not support always having an online application available.
4. **Discussion/Information-Instructional Revenue and Expenses Analysis** – Shannon and Brian shared that the program sustainability reports are still being worked on and will be completed by March 2nd. **ACTION:** Julie will add this item to the agenda on March 2nd. This will be the only agenda item for that meeting.
5. **Discussion/Information-NWPIC, Racial Equity Dividends Index (attachment)** – Brian brought forward a request from Shamani Shikwambi and Sara Johnson to participate in this assessment offered by Advance Thief River Falls. The cost is \$1000 for an administration fee, but NWPIC will cover the cost. **ACTION:** Mike will research the index to see how it fits with current employee surveys and will make a recommendation for next week (via email as he will not be attending on 2/15/2022).
6. **Discussion/Information-Changing Hours of Service/Telework**– Kiddoo/Curfman – Mike prepared a handout with multiple options for work schedules to allow for more flexibility for employees.



Teleworking would still be an option for employees per supervisor approval. **ACTION:** Everyone will review and see how this would work within their department. It will be discussed at the next meeting and then presented to LAT. Discussion was held regarding weekend activities in the summer. Activities would be approved as long as employees give facilities a 60-day notice. **ACTION:** Dr. Kiddoo will communicate this new requirement to all employees and Julie will ensure internal processes and requests follow the new 60-day requirement.

7. **Discussion-Action-Food Events (attachments)** – Dr. Kiddoo proposed edits to Northland's position on potlucks, bake sales, grilling, etc. **ACTION:** Dr. Kiddoo will revise and resend to everyone for final review and then send to the LAT for review before sending out college wide.
8. **Discussion – Graduation Updates** – Dr. Kiddoo met with the graduation coordinators. They are working towards creating one graduation experience/process for the college. There will be one graduation program for both ceremonies. There will be a student speaker and the President's address, unless a Minnesota State Trustee attends. There will be one photographer for both ceremonies, taking photos and making available for students at no cost to students. Chad Sperling is working with the photographer. Discussion was held regarding roles for the admin team and stage layout. More discussion is needed.
9. **Discussion – Expectations of Response/Communication/Timeliness** – Dr. Kiddoo had a discussion on expectations of the Executive Team. **ACTION:** Julie will schedule individual meetings with Dr. Kiddoo for everyone.
10. **Baseball** – Dr. Kiddoo met with Lisa Bottem regarding the request from baseball for their spring trip. The cost is \$27,500. They are currently fundraising for this event. Dr. Kiddoo shared that the college will support the balance of the expenses for this year, because of the change in coaches and promises already made to students. Next year, the team will need to fund this trip through fundraising activities. Leadership requested that students use a chartered bus versus driving 12 passenger vans for safety reasons. **ACTION:** Dr. Kiddoo will communicate this request to Lisa Bottem.
11. **Liberal Arts Schedule** – Liberal arts faculty are looking at the academic schedule and to possibly moving classes to a four-day week on the TRF campus. When this is finalized, Brian will communicate with the Exec Team.
12. **Adjourned:** 1:00 p.m.