

President's Cabinet

MINUTES

Present: Shari Olson, John Fields, Sara Johnson, Stacey Hron, Lars Dyrud, Kalen Wiseth, Clinton Castle, Don Fischer, Stephanie LeDuc, Dorinda Sorvig, Kirsten Michalke, and Julie Fenning (Recorder).
Absent: Chad Sperling and Jon Beck

10:00 am - 10:10 am	Check-In
10:10 am - 10:20 am	<ul style="list-style-type: none">• StrengthFinder Training for President's Council – November 22, 9-4:30, Friday, TRF campus.• Continuous Improvement Project Update – Shari reported the teams have been working on their charters. Lars was added to the Northland Identity team. Stephanie reported that her team is working to schedule Salesforce training for all student services staff.• Sara has scheduled admissions training with system office staff Shawn Olson for the admissions staff. ACTION: Sara will forward the training invite to Tasha Draevig to be included in this admissions training.• Removing the Accuplacer Barrier proposal was submitted to the Learning Council for a second review.• Additional Committees (handout) – The committees that need to continue meeting need to be reporting to a council. ACTION: Julie will add to the council agenda templates. Committees include: College Council – Advancing Equity; Learning Council – APR, AASC, HLC; and FFT Council – Safety and Security Committee.
10:20 am – 10:35 am	<ul style="list-style-type: none">• Super Seniors Program – Kirsten followed up with Phil Sibel regarding his idea regarding a scholarship/student recognition program for high school seniors. He is not getting support from local business and industry and is still working through his idea. It was determined that Kirsten will connect with him and let him know Northland is interested in being involved at different levels of support and to keep up posted on his progress.• Student Support Funding – Kirsten (handouts) – Kirsten requested funds from this grant if there are any available for Mental Health First Aid training. She would like to offer three courses, with 15 students per cohort. She is requesting \$9000. The garden is requesting an additional \$1000 for flower beds. Sara shared that she still needs some equipment (\$1000) for the checkout program. Lars shared that students could use an activity regarding drinking and its consequences and requested our law enforcement program assist. ACTION: Stephanie and Lars will work together to schedule something for students. Kalen shared that we need to provide an update to system office by December 15 with our plan for spending the funds. Kalen will provide a budget update for next meeting.
10:35 am – 10:45 am	<ul style="list-style-type: none">• Holiday Trees – Stephanie brought forward a request from the Welding Club to put up the holiday tree in EGF. It was approved to do the same as last year, with one holiday tree on each campus. More information and discussion is needed regarding the Business After Hours event in December in EGF.• Workday – Kalen reported that the <i>Check Budget</i> task should be resolved. There was a budget issue with incorrect budget balances, being unusually high. Kalen has a spreadsheet with the actual budgets. It is being fixed at the system office. If you notice any line item sitting in Commitments and Obligations, double encumbered, please let him know. Please use Service vs Good at all times when creating a purchase order.

	<ul style="list-style-type: none"> Purchasing Card Purchases – When working with Colleen for purchasing, please send approvals from deans and supervisors. Items over \$1000 should use a purchase order versus a credit card, for preapproval and encumbrance of the funds. It was determined that we need a clearer process for purchasing. ACTION: Kalen will assemble a team to review the Grouplink form and new process in Workday. Rachel, Kalen, and Stacey. Kalen will give an update at next meeting.
10:45 a.m. - 11:00 am	<p>Time did not allow for these updates.</p> <ul style="list-style-type: none"> HLC Updates – John – Academic Updates & Discussion – John Student Services Update – Sara NCAT Update – Jon
11:00 am – 11:10 am	<ul style="list-style-type: none"> BREAK
11:10 am – 11:50 am	<p>Human Resources Update:</p> <ul style="list-style-type: none"> Becky will be teleworking. Please feel free to call her cell or work phone. She will be back on campus for the presidential campus visits March 26 – 28 if all three days are needed. Becky reviewed a handout showing the change in personnel from FY18 to FY25. Shari requested to see a copy of the report from the system office showing the percentage of instructional costs for Northland. ACTION: Stephanie will share that report with the President's Cabinet. Need to attend investigator training – all supervisors (see handout of dates) All supervisors should have this training. Please look at the schedule and register. Vacancy Process – Becky shared a handout showing the vacancy process with a step-by-step checklist for the search process. The President's Cabinet agreed this will be very helpful for the hiring managers during the process. Onboarding Process – There is a new checklist available online. Requested training workshop for supervisors for the new process in Workday. Supervisors also requested additional advertising locations, including Facebook Marketplace. Reminder about keeping offices secure (shred sensitive documents, lock office when not in the area, keep confidential and private information secure) Time did not allow for the items below. <ul style="list-style-type: none"> Digital Marketing Specialist – NCAT and Northland split position Current AFSCME NCAT position – discussion to move from a NCAT position to a split position with the college to provide admin. Support College in the High School leadership discussion Carl Perkins AFSCME position description and roles
11:50 am – 12:00 pm	Check-Out
	<p>Future Meeting Agenda Items:</p> <ul style="list-style-type: none"> HLC Updates – John Academic Updates & Discussion – John Student Services Update – Sara NCAT Update – Jon FY25 Funding Efficiency – Northland programs in and out of band (Kalen presentation) Equity 2030 Current State