

Northland Community & Technical College

Nov 21, 2024 | 11:00 am - 1:00 pm | TRF 662

VISION: Northland will be the premier choice for providing exceptional education that transforms lives and strengthens the communities we serve.

**STUDENT FOCUS | PERSONALIZED SERVICE | EQUITY AND INCLUSION | CREATIVITY
CONTINUOUS IMPROVEMENT | ECONOMIC AND WORKFORCE DEVELOPMENT |
STEWARDSHIP**

President's Cabinet

MINUTES

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

11:00 am - 11:10 am	Check-In
11:10 am - 11:20 am	<p>StrengthsFinder Training - Scheduled for November 22</p> <p>Continuous Improvement Projects</p> <ul style="list-style-type: none">• Salesforce Implementation: Ongoing setup and staff training; login process is being streamlined. Student Services and President's Cabinet training to be scheduled by Stacey for December.• Northland Identity Surveys: Ready for employees and students. <p>Council Operations</p> <ul style="list-style-type: none">• Chairs to circulate council minutes and handouts to employees within one week of the council meeting.• Agendas and proposals to be shared one week in advance.
11:20 am – 11:35 am	<p>Winter Weather Closures</p> <ul style="list-style-type: none">• Decision-making by Clinton, Kalen, John, and Shari, with communication by Chad.• Decision by 10 PM (evening) or 6 AM (morning updates).• Clinton will communicate to the President's Cabinet when they are considering closing the campuses due to weather conditions. <p>Elimination of the Green Sheet</p> <ul style="list-style-type: none">• Converted to online forms with instructions.• January in-service will include a breakout session on this change.
11:35 am – 11:45 am	<p>Winter Giving Drive</p> <ul style="list-style-type: none">• Focused on Pioneer Pantry and Student Emergency Fund.• President Olson will match up to \$2,000 in employee donations. <p>Pioneer Pantry</p> <ul style="list-style-type: none">• Foundation to partner as a campus food bank, opening opportunities for grants.• Sara designated as administrative lead. Potential relocation to a more accessible space. <p>Business After Hours Planning Update – Lars</p> <ul style="list-style-type: none">• Scheduled for Thursday, December 19th, 4:45 PM – 7:00 PM.

11:45 a.m. - 12:00 pm	<p>Marketing/Recruiting Updates – Chad</p> <ul style="list-style-type: none"> • Warroad Open House <ul style="list-style-type: none"> ◦ December 4th, 3:30 PM – 8:00 PM. ◦ Postcards: Mailing out this weekend. ◦ Website: Event details will be published online. • Recruitment Updates <ul style="list-style-type: none"> ◦ Materials and Processes currently under review to ensure effectiveness. ◦ Campus Tours - Alyssa is now conducting tours for prospective students. • High School Outreach <ul style="list-style-type: none"> ◦ Amanda is creating a directory of all local high school contacts. ◦ Tracy Peterson and Alyssa have joined Amanda Hoglo on high school visits. ◦ All external visits and on-campus tours will be added to the website for visibility. ◦ Faculty will receive email updates about upcoming tours and high school visits. ◦ Chad and Shari are working on strategies for recruiting second-year students to serve as program-specific recruiters, starting with aviation in this pilot project. <p>HLC Updates</p> <ul style="list-style-type: none"> • Criterion-based deep dives launching in January in-service. Monthly focus on specific criteria. <p>Student Services Update – Collaboration with TRIO at UND – ACTION: Sara is working on drafting the MOU. More information is needed regarding this partnership.</p> <ul style="list-style-type: none"> • Enrollment process mapping with Ben Hoffman (VP of Enrollment, BSU) next week.
12:00 pm – 12:10 pm	<ul style="list-style-type: none"> • BREAK
12:10 pm – 12:50 pm	<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 administrative support. More discussion is needed. Don Fischer is talking the lead in this charge. • College in the High School leadership discussion and Carl Perkins AFSCME position description and roles – upgrade to a MAPE position. – ACTION: John will provide an update at the next meeting.
12:50 pm – 1:00 pm	<p>Check-Out</p> <ul style="list-style-type: none"> - Clinton's workgroup who is working on the student use rooms requested input from the President's Cabinet regarding the library being open during building hours, even if library staff are not present. The President's Cabinet was open to this suggestion. The workgroup will continue its work and make a formal proposal to the appropriate counsel when ready. - Records Retention Storage – ACTION: It was determined that the records retention storeroom would be cleaned by December 24, 2024.
	<p>Future Meeting Agenda Items:</p> <ul style="list-style-type: none"> • FY25 Funding Efficiency – Northland programs in and out of band (Kalen presentation) – ACTION: Julie will add to the February agenda. • Equity 2030 Current State