

President’s Cabinet

MINUTES

10:00 am - 10:10 am	Check-In
10:10 am - 10:20 am	<div><div>Continuous Improvement Project Update</div><div><ul style="list-style-type: none"><li><b>NCTC Identity:</b><ul style="list-style-type: none"><li>Finalizing student and employee surveys. Employee survey will be given during January in-service.</li><li>Schedule student survey with Student Senate.</li></ul></li><li><b>Elimination of Accuplacer</b><ul style="list-style-type: none"><li>Being discussed in Learning Council and Student Success Councils</li></ul></li><li><b>Admissions Process:</b><ul style="list-style-type: none"><li>Sara Johnson is working with Ben Hoffman (BSU) on a process flowchart and updating the communication module.</li><li>Once finalized, Stephanie will integrate the communication pieces into Salesforce.</li></ul></li><li><b>Salesforce:</b><ul style="list-style-type: none"><li>Foundations Partners is building the system structure for Northland. Once complete, training will begin in December, with implementation in January 2025.</li></ul></li><li><b>Targeted Marketing:</b><ul style="list-style-type: none"><li>Chad’s team has not yet met. Not that the new recruiter is onboard, he will bring the group together. The project will include digital marketing and targeted recruitment strategies.</li></ul></li></ul></div><div><div>Council Updates</div><div><ul style="list-style-type: none"><li>Maintain diligence in agendas, minutes, and open discussions.</li><li>Reschedule Learning Council from January 3 to January 10.</li></ul></div></div><div><div>Semester Break Admin Schedule</div><div><ul style="list-style-type: none"><li>Staff coverage over holidays:<ul style="list-style-type: none"><li>Reach out to students on the ABNR report, before the holiday break.</li><li>Consider a calling campaign for unregistered fall applicants.</li><li>Extended evening hours before and during the first week of the semester. Tuesday, January 7th and 13<sup>th</sup></li></ul></li></ul></div></div><div><div>One Stop Enrollment</div><div><ul style="list-style-type: none"><li>December dates remain.</li><li>January 7 and 13, 2025: Open until 6 PM.</li></ul></div></div><div><div>Semester Break Building Hours</div><div>Semester break building hours were discussed. HR will send an email to all employees.</div></div></div>

	<p>December 24<sup>th</sup>: All campuses will close to the public at 3:00 p.m. Employees may continue working or take vacation.</p> <p>Below are the building hours for each campus from December 26, 2024 – December 29, 2024:</p> <ul style="list-style-type: none"> <li>• Thief River Falls Campus – 7:00 am – 6:00 pm</li> <li>• East Grand Forks – 7:00 am – 6:00 pm</li> <li>• Aerospace – 8:00 am – 4:30 pm</li> </ul> <p>Building hours for each campus December 23 and December 30, 2024 – January 3, 2025</p> <ul style="list-style-type: none"> <li>• Thief River Falls Campus – 7:00 am – 9:00 pm</li> <li>• East Grand Forks – 7:00 am – 6:00 pm</li> <li>• Aerospace – 8:00 am – 4:30 pm</li> </ul>
10:20 am – 10:35 am	<p><b>Telework</b></p> <ul style="list-style-type: none"> <li>• Emphasized as a privilege for employees and can be revoked for disciplinary issues.</li> <li>• New employees are ineligible for telework until passing probationary timeline.</li> <li>• ACTION: HR will update the processes regarding telework eligibility for new hires.</li> </ul> <p><b>Training Completion</b></p> <ul style="list-style-type: none"> <li>• <b>Investigator:</b> <ul style="list-style-type: none"> <li>○ Completed: Kirsten, Clinton, Stephanie, John, Rachel, Michelle.</li> <li>○ Scheduled: Stacey, Sara (May).</li> </ul> </li> <li>• <b>Decision Maker:</b> <ul style="list-style-type: none"> <li>○ Completed: John, Michelle.</li> <li>○ Scheduled: Stephanie, Kirsten (February).</li> </ul> </li> <li>• <b>1B1 Training:</b> Completed: Stephanie, John, Kirsten, Clinton, Michelle.</li> <li>• <b>1B3 Training:</b> Completed: Stephanie, John, Kirsten, Clinton, Michelle.</li> </ul>
10:35 am – 10:45 am	<p><b>Winter Giving Drive</b></p> <ul style="list-style-type: none"> <li>• Lars shared that there was \$1400 raised so far - \$600 left before they reached the full match from President Olson.</li> <li>• There were several contributions to the Pioneer Pantry fund as well.</li> </ul> <p><b>Pioneer Pantry Update</b></p> <ul style="list-style-type: none"> <li>• Lars is working on a schedule for employees to help pick up food from the local food shelves and bring to campus. He will send out an email requested assistance.</li> <li>• Working on Food Bank partnership and logistics.</li> <li>• Collecting donations of winter clothing and bedding.</li> </ul>
10:45 a.m. - 11:00 am	<p><b>Instructional Equipment</b></p> <ul style="list-style-type: none"> <li>• \$800,000 in total requests; \$158,000 matching funds needed this fiscal year. <b>ACTION:</b> Kalen will work with Jon Beck and others to determine matching needs. <b>NCAT provided a \$100,000 match through a donation from Northrup Grummen.</b></li> <li>• Faculty will be notified that they were approved and go forward with creating the PO and ordering the equipment. Anyone who was not funded, will be</li> </ul>

	<p>notified as well. <b>ACTION:</b> Faculty will be notified of the status of their requests by December 20. All expenses must be encumbered by January 31, 2025.</p> <p><b>ACTION:</b> Kalen will schedule the meeting with the VP, deans, Stacey, Clinton, Katlyn, and Lars to review requests and make the final recommendation for equipment expenditures.</p> <p><b>Handshake</b></p> <ul style="list-style-type: none"> <li>• Job posting platform for students and employers.</li> <li>• Becca Larson manages requests and approvals.</li> <li>• Faculty encouraged to promote usage among students.</li> <li>• <b>ACTION:</b> President's office will send a letter to business and industry partners for promotion.</li> </ul>
<b>11:00 am – 11:10 am</b>	<ul style="list-style-type: none"> <li>• BREAK</li> </ul>
<b>11:10 am – 11:50 am</b>	<ul style="list-style-type: none"> <li>• Current AFSCME NCAT position – Discussion to move from a NCAT only position to a split position within the college to provide administrative support to academic affairs. Chad is currently working with Stephanie Rispa on coordinating marketing efforts. The NCAT AFSCME position does do work for the college in addition to NCAT. <b>ACTION:</b> Don and Jon B. will connect to discuss options for this position, including getting the employee access to systems needed to work in this role.</li> <li>• Carl Perkins AFSCME position description and roles was reviewed – it will be upgraded to a MAPE position and will include College in the High School.</li> <li>• Liberal Arts Dean – posted in February</li> <li>• CTE Dean – posted in fall 2025/spring 2026</li> <li>• Director of Human Resources – reclassified at an Admin 6 level. A new title will be discussed at Faculty Shared Governance Council this week for faculty input.</li> </ul>
<b>11:50 am – 12:00 pm</b>	Check-Out
	<p>Future Meeting Agenda Items:</p> <ul style="list-style-type: none"> <li>• WDS Update (December) – Kirsten</li> <li>• FY25 Funding Efficiency – Northland programs in and out of band (February) – Kalen</li> <li>• Equity 2030 Current State</li> </ul>