

# Northland Community & Technical College

Dec 17, 2024 | 10:00 am - 11:30 am | 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

10:00 am - 10:10 am	Check-In – Potluck and Holiday Dinner Today!
10:10 am - 10:20 am	<p><b>Continuous Improvement Project Update – Stephanie, Chad, Sara, Dorinda</b></p> <p>1. <b>Sales Force</b> – Stacey provided an update on the Salesforce project from the vendor working on the project.</p> <p>The primary focus has been to resolve issues on the Leads object and with Account Engagement, and they have completed over 20 configuration and data cleanup items. Below is an overview of the items that have been resolved so far:</p> <ul style="list-style-type: none"><li>○ Accounts - imported a full file of high schools with the ACT code and addresses.</li><li>○ Updated the Lead page layout to show fields that are captured on the RFI form.</li><li>○ Required fields from RFI are now required for new leads.</li><li>○ Removed fields that are not being used from the Lead page layout to eliminate clutter.</li><li>○ Populated the Lead Source field with values that were in the lead source text field and removed that redundant field.</li><li>○ Resolved Sync errors in Account Engagement, 263 - deleted records, picklist value mismatch, intended major mismatch, family email address errors.</li><li>○ Added missing Lead and Contact records to Account Engagement, 3781</li><li>○ Full Account Engagement sync was performed. Running smoothly, no new errors.</li><li>○ Servio created a flow that was deleting duplicate Lead records instead of merging them, we inactivated this incorrect automation.</li><li>○ Created a field on Lead object to store the high school graduation year.</li><li>○ Created fields to capture the last contact date. One each for call, email, text and mailing.</li><li>○ Populated activity type, for tracking of last activity.</li><li>○ Create rollups to automatically populate these fields with values from Task records</li><li>○ Populated missing Intended Major values</li><li>○ Populated missing Campus values</li><li>○ Exported Notes and Imported as Tasks with all details. Notes is an outdated feature and not reportable and is not viewable by other users. Tasks can be viewed by all users to see interactions with prospective students.</li></ul> <p>Had a call today with Recruitment personnel (Chad, Amanda and Alyssa) to show them the work done on the Leads and to understand the processes regarding contacts/applicants. Based on this we are now beginning work to fix issues with the Contact object and creating reports that will replace the spreadsheets the recruiters are currently using. After correcting these issues, we will schedule another meeting with them to review updates and do training.</p>

	<p>The data integration with ISRS is missing needed values. We will contact the M-State team who built your integration. Stacey shared that the team is planning to keep the January implementation schedule.</p> <ol style="list-style-type: none"> <li>2. <b>Eliminate Accuplacer</b> – The work group met yesterday and will meet Jan. 2<sup>nd</sup>. They will be going over self-guided placement documents. They will create a plan to remove developmental math courses and update the program pages, creating a link to the procedure instead of embedding in each page.</li> <li>3. <b>Enrollment Process</b> – Sara reported that this is being worked on. No significant updates.</li> <li>4. <b>Northland Identity</b> – Dorinda shared that the team is doing a final review of the questions and plans to conduct the employee survey during the January in-service.</li> <li>5. <b>Target Recruiting/Marketing</b> – Chad's team has an initial meeting in January to begin work on this project.</li> </ol> <p><b>Council Updates – All</b></p> <p><b>Student Success</b> – reviewed two proposals and there were several questions. The original work group will prepare answers for the Council in January. These two proposals are also going to the FFT Council this Thursday. 1) Extended Library Hours and 2) Student Wellness Rooms</p> <p><b>Learning Council</b> – Accuplacer, CTE Name Change, Faculty review of D2L course shells. There has been discussion regarding which council takes on learning and technology-related items. There used to be an eLearning Committee. <b>ACTION:</b> Shari will ask FSGC about reinstating the eLearning Committee, which would report to the Learning Council. The Learning Council is also working through the D2L program and features available in D2L. The system office has implemented a new, standardized look for D2L. <b>ACTION:</b> John will add to the April in-service agenda that this change is coming. <b>ACTION:</b> Email all employees the council meeting minutes.</p> <p><b>College Council</b> – The College Council met on December 13th and reviewed two new proposals: Maintenance of the Faculty Handbook and Naming of the Women's Locker Room. They also had a third reading of the Faculty Caring Campus proposal. The group voted to recommend naming the women's locker room after Deb Jacobson. More discussion was needed on the Faculty Handbook maintenance as the council identified the need for a college employee handbook. Adam and Brent are bringing back the question to faculty if they want to pursue Faculty Caring Campus at a simplified level and work with the Staff Caring Campus work group. Kirsten reported on the progress of the Advancing Equity Committee, and Julie provided an update on the work of the Well-Being work group.</p> <p><b>Records Retention Cleaning Update</b> – The deadline of December 24 has been extended to January 6<sup>th</sup> for both EGF and TRF records retention rooms. Please review your files. Not all files that need to be retained, need to be locked up. Please mark boxes that can be shredded. Facilities will take care of shredding. <b>ACTION:</b> Read the policy, procedure, and records retention schedule when making decisions regarding disposal. The vendor will be in TRF on January 7<sup>th</sup> to do the shredding. Julie will share the records retention schedule.</p>
<b>10:20 am – 10:35 am</b>	<ul style="list-style-type: none"> <li>• <b>WDS Update</b> – Kirsten presented on the history of WDS over the past 10-15 years to present times. She included the leadership and staff, as well as the change that occurred when designated WDS funding was unfenced and included in the allocation process with the general fund. With the changes in leadership over the years, the department hasn't always been seen as a valuable asset to the college and the community as a whole. Kudos to Kirsten as she continues to work hard building back the department and growing and strengthening relationships with regional business and industry.</li> </ul>
<b>10:35 am – 10:45 am</b>	<ol style="list-style-type: none"> <li>6. <b>Winter Giving Drive</b> – Lars reported that we are currently at \$2,216. Dr. Olson has increased her match to \$2500. The status of the pantry campaign is \$260.</li> </ol>

	<p>7. Pioneer Pantry Update – Lars reported that the Northland Foundation has been approved as a partner agency with North Country Food bank. He is looking at a January delivery date and is working on preparing Northland campuses for the food drop. We will continue to pick up from the local food shelf in the interim. Lars will work with local agencies for fresh food items. Walmart is remodeling in TRF and will be donating some freezers and refrigerators.</p>
<b>10:45 a.m. - 11:00 am</b>	<ul style="list-style-type: none"> <li>Instructional Equipment – Kalen – Met with John, Stephanie, Don, and Lars regarding equipment requests and funding sources. The funded equipment was divided per funding sources, Perkins, matching, and non-matching needs. Memos are being created right now to be sent out to faculty. Funds need to be encumbered by January 31<sup>st</sup>. Kalen is asking faculty to create requisition themselves, or request assistance from Alicia Tanner. Kalen will share details regarding the welder and tire changer with Clinton to see if there are other infrastructure needs. There was around \$225,000 that was not funded. Kalen stated that this was only the faculty instructional equipment request process. The all-employee FY26 Budget Request Process will be open soon. <b>ACTION:</b> Kalen's team will host a session on creating purchase requisitions during the January in-service.</li> <li>January In-Service <ul style="list-style-type: none"> <li>Add session to agenda for Workday, finance, creating PO.</li> <li>Add QR code for employee Northland Identity survey</li> <li>Add MSCF time 30 minutes to new employees.</li> <li>Remove ice cream social</li> </ul> </li> </ul>
<b>11:00 am – 11:10 am</b>	<ul style="list-style-type: none"> <li>BREAK</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>FY25 Funding Efficiency – Northland programs in and out of band (February) – Kalen</li> <li>Equity 2030 Current State</li> </ul>