

# **Northland Community & Technical College**

Jan 7, 2025 | 10:00 am - 12:00 pm | TRF 515

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, Dorinda Sorvig, John Fields, Don Fischer, Sara Johnson, Kirsten Michalke, Stacey Hron, Clinton Castle, Kalen Wiseth, Lars Dyrud, Chad Sperling, and Julie Fenning (recorder).

**Absent:** Stephanie LeDuc, Jon Beck

<b>10:00 am - 10:10 am</b>	Check-In
<b>10:10 am - 10:20 am</b>	<ul style="list-style-type: none"><li>• <b>Instructional Equipment</b> – Kalen reported that memos to faculty have been sent out with the approval to order their equipment. He has given Alicia Tanner the responsibility to assist faculty with ordering for both campuses. He will present a concurrent session during in-service for faculty who wish to create purchase requisitions in Workday.</li><li>• <b>Budget Summary</b>—Kalen provided a budget summary with projections under multiple scenarios around a tuition freeze and increase. He will submit a letter to the system office with the estimated tuition increase of 5.5%. A discussion was held on strategies to increase low-enrolled programs. It was shared that high schools struggle to find transportation to Northland. John has had conversations with several high school superintendents and will continue to work towards getting students to Northland. If Northland currently has a healthy financial index, except for the multi-year decrease in enrollment.</li><li>• <b>Arctic Cat Layoff</b>—In mid-May, 550 Arctic Cat employees will be laid off and looking for jobs. They are expecting 250 to look for local jobs. Strategies to provide training and upskilling for these employees were discussed. We will look into a summer schedule. <b>ACTION:</b> Kirsten and Shari will connect with Arctic HR to determine the need and the next steps.</li><li>• <b>HLC In-Service Update</b>—John gave a preview of his in-service presentation on HLC. He outlined what must be completed each month for the next 15 months until the HLC on-site visit. Calendar appointments will be sent out for the all-employee sessions.</li><li>• <b>January In-Service</b>—Shari requested input on her presentation and confirmed presenting slides on updates on the continuous improvement projects for Chad, Sara, and Dorinda. Sara will cover Stephanie's presentation on Sales Force. Chad and Sara will each give updates on their department's work in Recruiting and Enrollment. Lars will host a 50/50 raffle during the in-service to raise funds for a scholarship for online students.</li></ul>
<b>10:20 am – 10:40 am</b>	<ul style="list-style-type: none"><li>• <b>Campus Votes Coordinator and Voter Engagement Plan</b> – Sara shared the duties of this role and recommended it be added to the position description of the Director of Enrollment and Advising. She is working on the required action plan to be submitted to the State of Minnesota. Shari shared that PTK may be interested in participating in this work.</li><li>• <b>Student Activities for Spring 2025</b>—Sara shared a list of student life activities that are being planned for welcome week. Abdul will send it to students and employees soon. Shari requested a list of activities planned for the semester and to promote these activities on campus with all employees and students.</li></ul>
<b>10:40 am – 10:45 am</b>	<ul style="list-style-type: none"><li>• <b>Caring Campus Request</b>—Departmental Highlights—Julie Roisland has requested that supervisors complete the department highlight worksheet and return it to her to share in the newsletter. This worksheet introduces the college community to a department within the college and explains what each person does.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>C.A.R.E. Fund</b>—Julie will email all employees with details about the C.A.R.E. Fund and a request for donations. Supervisors were reminded to report any qualifying incidents to Julie and ensure the employee was comfortable sharing the news with all employees.</li> </ul>
<b>10:45 a.m. - 11:00 am</b>	<ul style="list-style-type: none"> <li>• <b>Continuous Improvement Project Update</b> – Stephanie, Chad, Sara, Dorinda – Updates will be given during in-service.</li> <li>• <b>Council Updates</b> – Updates will be given during in-service.</li> <li>• <b>Policies to Revise</b> – Julie has uploaded the policies that need additional work for Finance, Facilities, and Human Resources. They are located in the Administration Team folder under Policy Review. <b>ACTION:</b> Each series manager will review and revise their respective policies/procedures. These policies will be reviewed through our standard policy review process.</li> <li>• <b>Records Retention Cleaning Update</b>—Clinton shared that expired documents within records retention will be destroyed on January 9<sup>th</sup> in Thief River Falls and January 16<sup>th</sup> in East Grand Forks. This will be an annual process. The English faculty, librarians, and all employees have reviewed the books from the Swenson house. The remaining books will be placed in the Free Books bookshelves on campus. The old records will be sold, and the proceeds will go to the Lowell Swenson Endowment Scholarship.</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>• <b>Winter Giving Drive</b>—Lars provided an update on the Winter Giving Drive. In addition to food and warm clothing donations, \$4,433 was raised for the Northland Cares Student Emergency Fund and \$363 for the Pioneer Pantries. Thank you to all who contributed.</li> <li>• <b>Clothing Donations from DeAnna</b>—Shari shared that DeAnna Murphy held a warm clothing and blanket drive at her church in Chaska and another church in Grand Forks. Several items, including blankets, winter jackets, hats, socks, and mittens, were donated.</li> <li>• <b>Pioneer Pantry Update</b>—Lars gave an update on the Pioneer Pantry. They are going to purchase scales to help weigh food and measure donations and usage at each location. He shared the shopping list and will place an order with the North Country Food Bank for delivery on January 21, 2025.</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> <li>• Current AFSCME NCAT Position Update – Jon/Don</li> <li>• Carl Perkins MAPE position (CHS) Update – John</li> </ul>