

Northland Community & Technical College

July 23, 2024 | 9:00 am - 12:00 pm | EGF 290

Administrators Meeting

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

MINUTES

Present: Shari Olson, Stephanie LeDuc, Monty Johnson, Kirsten Michalke, Garnet Asmundson, John Fields, Kalen Wiseth, Jeff Pool, and Julie Fenning (recorder).

Absent: Jon Beck

9:00 am - 9:10 am	Check-In
9:10 am - 9:40 am	<ul style="list-style-type: none">• Fall Enrollment numbers and strategies – Discussion was held regarding ideas to increase enrollment. Calling campaigns have been successful. John shared that we are up 12% in FYE and 9% up in headcount at the same time as last year. Dr. Olson is looking at positions within the college where others can help out; looking at hiring a consultant to facilitate continuous improvement sessions to create consistent processes and to remove barriers for students. Other ideas included FAFSA Fridays.• Review of FY2025 Budget – Kalen provided an update on the final budget for FY24 and FY25 projected. Kalen will continue to monitor enrollment numbers and will update the budget summary as appropriate.
9:40 am – 10:00 am	<ul style="list-style-type: none">• Caring Campus Update – Jeff shared several activities the Caring Campus team is working on for Welcome Week. They will have Care Package Bingo and welcome week tables. Welcome week will involve administration, staff, and faculty in activities. Jeff will be sending emails out to employees soon. Mindy and Julie Roisland are doing a fantastic job leading the initiative. They will have a breakout session during the in-service presentation. ACTION: Shari will connect with Stacey and Clinton regarding the name tag being used as a key access.• Calling Campaign – Over two evenings, Dr. Olson, John, and Stephanie, along with advisors, called students who completed a FASFA and had not registered. They learned about several barriers students are facing. The new Zoom phones allow texting to students. Jeff found some success with this model and will connect with all of student services so that they can begin using this texting option. Jeff shared that there are several additional sessions scheduled to get students registered. Student Services will also be doing a call campaign to get students to attend the Pioneer Previews. Discussion was held on potential advisor changes, possibly adding the nursing advisor position back in TRF and looking at sharing a position with the business office. ACTION: Kalen and Jeff will work on a shared position description and Stephanie will reach out for part-time/temporary help in nursing.• Equity 2030 Current State – Agenda item will be moved to a future meeting.
10:00 a.m. - 10:30 am	<ul style="list-style-type: none">• NCAT Planning Meeting update and discussion – Jonathan• Veteran's Idea – Jonathan and Jeff <p>Agenda items will be moved to the next meeting.</p>
10:30 am – 10:35 am	BREAK

10:35 am – 11:05 am	<p>Flexible Work Schedule and Remote Work – It was determined that supervisors could extend the flexible schedules through the academic year. Coverage for each division needs to be top of mind when approving requests. Garnet distributed sample coverage spreadsheets to ensure departmental coverage. He requested supervisors include black out days for their departments. Garnet will manage the coverage calendars and share with all administrators. Telework was approved for one day a week for eligible positions.</p>
11:05 am – 11:20 am	<p>Academic Updates & Discussion – John</p> <ul style="list-style-type: none"> • Open positions in ASA – John provided an update on the open positions: IR, EGF recruiter position. The academic dean searches will be launched soon and will be launched nationally, with a January 1, 2025 start date. The Perkin's position will be posted soon. • Construction Project – House to Sell – Stephanie is working on this project now.
11:20 am – 11:50 am	<p>30 minutes open for other discussion items, problem solving and ideation</p> <ul style="list-style-type: none"> • Industry Sector Programming Funds – These are funds allocated by the system office. Northland received \$201,000. John shared how the funds were allocated. These funds have been encumbered.
11:50 am – 12:00 pm	Check-Out
	<p>Next Meeting Agenda Items:</p> <ul style="list-style-type: none"> • Equity 2030 – Where we are with this system initiative? Update and Discussion at next meeting • FY25 Funding Efficiency – NCTC programs in and out of band • Leveraged Equipment and Enhanced Learning Funds