

# Northland Community & Technical College

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

July 16, 2024 | 10:00 am - 12:00 pm | TRF 662

## President's Direct Reports

### Meeting

### MINUTES

Present: Shari Olson, Garnet Asmundson, Kalen Wiseth, Stephanie LeDuc (for John Fields), Kirsten Michalke, Stacey Hron, Clinton Castle, Jon Beck, Lars Dyrud, Chad Sperling, and Julie Fenning

10:00 am - 10:10 am	Check-In
10:10 am - 10:30 am	<p>Accountability Benefits and Best Practices</p> <ul style="list-style-type: none"><li>• One on one with Direct Reports (Agenda) – Frequency? <b>ACTION:</b> Dr. Olson discussed the importance of meeting with direct reports and set the expectation to have one on one meetings with direct reports. The agenda will be created by the direct report with the supervisor adding items as needed.</li><li>• Direct Report Team Meetings - Dr. Olson requested administrators also hold routine direct report team meetings, highly recommending two meetings per month.</li><li>• Gift of Time - Blocked from 12:00 – 1:30 every day. Dr. Olson will work diligently to not schedule any meetings during this time, as well as Friday afternoons. Administrators are free to schedule meetings during that time if they choose. <b>ACTION:</b> Julie will send appointments to block off this time.</li><li>• <b>Flexible Hours</b> – <b>ACTION:</b> Julie will find this information and send to the group. Dr. Olson asked supervisors to share with employees.</li><li>• <b>Telework</b> – Discussion was held on Northland's telework practices. Supervisors can approve up to one day (8 hours) of telework per week, providing departmental coverage is achieved. <b>ACTION:</b> A coverage plan must be submitted to the HR director. <b>ACTION:</b> Telework agreements need to be updated for fall semester 2024. Dr. Olson and Clinton are researching a four-day work week in the summer.</li></ul>
10:30 am - 10:45 am	<p>On-site Visibility of Supervisors – Relationship Building – Dr. Olson requested that each MMA supervisor be on each campus a minimum of one day a week. Use work time for travel between campuses and submit expense report for mileage. The draft schedule was reviewed. This will take effect beginning August 12<sup>th</sup>. <b>ACTION:</b> Send any changes to the proposed schedule Julie prior to August 1<sup>st</sup>.</p>
10:45 am - 11:00 am	<p><b>Council Model in Draft Form</b></p> <p>Dr. Olson discussed a shared governance model for the college which includes all bargaining units. The draft model was created with input from faculty leadership and officers and John Fields. Dr. Olson shared the structure of four main councils. They will meet monthly on Fridays. She will meet to review the draft shared governance model and will work to finalize membership with faculty leadership again July 30<sup>th</sup>. This model also includes a process for all employees to submit ideas for positive change. The councils are recommending bodies to the President. Dr. Olson will also be meeting with AFSCME, MAPE, MMA, Managerial, and Commissioner's plan to share the model and seek input and volunteers to serve.</p>
11:00 am - 11:20 am	<p><b>Academic Update</b> – Lars/John (Stephanie provided the updates.)</p> <ul style="list-style-type: none"><li>• Is Auto Body for sure doing alternating starts starting this year? (It affects scholarships)</li><li>• <b>Is Auto Tech running only first-year or only second-year this year? (It also affects scholarships)</b> Autobody and Automotive are alternating single starts. This year it is Automotive II and Autobody I.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>Did anything happen with the proposed "in-person" Liberal Arts option for TRF this fall? We can promote this option with our student tenants in housing if it's happening.</b> Northland has always offered and will continue to offer a selection of in-person liberal arts courses. Students have typically chosen the online sections, and some on campus courses have been canceled due to low enrollment.</li> <li>• <b>Are we running any Mechatronics or ETAS, or Electronics</b> program or classes this year and where will they be taught? (Again, it affects several scholarships and potential major donations). Mechatronics is fully operational in Warroad. It is not being offered on the TRF and EGF campuses this academic year. The ETAS program has closed, with a teach out in process.</li> <li>• <b>Are there any other program changes</b> that program supporters would want to know about (or would affect scholarships for those programs)? Kirsten and Stephanie discussed a popular third-party pay option for healthcare programs. This is Northland Works opportunity. <b>ACTION:</b> Kirsten will work with Stephanie and Lars to coordinate.</li> <li>• <b>Call Campaign</b> – Dr. Olson shared that she is participating in a call campaign to call students who have completed a FAFSA but have not yet registered. They will be calling in EGF on Wednesday in East Grand Forks and Thursday in Thief River Falls.</li> </ul>
11:20 am – 11:25 am	<ul style="list-style-type: none"> <li>• <b>TRF Chamber Mixer</b> – Kirsten – The TRF Chamber reached out to see if Northland was interested in hosting a Chamber Mixer. Could be in the morning (7:30 am – 9:00 am) or early evening (5:00 pm – 6:30 pm). Lars and Kirsten propose a date/time in September.</li> <li>• <b>EGF/GF Chamber Business After Hours</b> – Northland has secured the Chamber Business After Hours event in EGF. Lars is working on finding a food partner. Chad and Julie will assist in the event planning.</li> </ul>
11:25 am – 11:40 am	<ul style="list-style-type: none"> <li>• <b>College Events and Activities Calendar</b> – Kirsten shared an example of an event calendar which shows all events on campus for the year. Discussion was held on a software option that could allow this with limited double entry. <b>ACTION:</b> Chad will look into options and bring back to the group.</li> <li>• <b>Virtual Tour Platform</b> – Chad shared that the contract is up for the Virtual Tour. It is currently shut down on the site. He requested input from the group to continue the contract. It is currently way out of date and a lot of work is needed to get it back up and running. The enrollment team is advocating to renew the contract. <b>ACTION:</b> Chad will provide an update at the next meeting with additional quotes from other vendors. It was determined to remove current links on the website. Cost breakdown is in attached handout.</li> <li>• <b>Northland Markets, previous vending contract</b> – Stacey gave an update on the new model of micro markets and self-checkouts.</li> <li>• <b>Zoom Phones</b> – Stacey provided an update Zoom phones are being installed. Faculty conversion will begin on August 8<sup>th</sup>. Classroom phones will remain in place on the old system.</li> </ul>
11:40 am – 11:55 am	<p>Items moved to next meeting due to time.</p> <ul style="list-style-type: none"> <li>• What processes at the college could leverage AI?</li> <li>• Staffing levels in various departments at the college -- has everyone taken equal amounts of employee FTE cuts? Or have some departments had deeper cuts?</li> </ul>
11:55 am – 12:00 pm	Check-Out
	<p>Next Meeting Agenda Items</p> <ul style="list-style-type: none"> <li>• What processes at the college could leverage AI?</li> <li>• Staffing levels in various departments at the college -- has everyone taken equal amounts of employee FTE cuts? Or have some departments had deeper cuts?</li> <li>• Continuous Improvement</li> <li>• Enrollment Management Strategies and Plan</li> </ul>