

July 30, 2024 | 10:00 am - 12:00 pm | TRF 662

President’s Direct Reports Meeting

MINUTES

Present: Shari Olson, John Fields, Stacey Hron, Kalen Wiseth, Garnet Asmundson, Clinton Castle, Chad Sperling, Lars Dyrud, Kirsten Michalke, and Julie Fenning.

Absent: Jon Beck

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| 10:00 am - 10:10 am | Check-In |
| 10:10 am - 10:30 am | <div>1) College Building Hours – It was determined that building hours will remain the same as last year during the academic year.<div>a. M – TH – 7:00 am – 9:30 pm (TRF/EGF Campuses) 7:00 am – 6:00 pm (Aerospace) Fridays – 7:00 am – 6:00 pm</div></div> <div>2) Fitness Center Coverage – Discussion was held regarding open fitness center hours on both campuses. It was determined that John will work with Clinton and Abdul Chamma to create a consistent practice across the college. Reminder that employees may access the fitness center 24/7. This should be shared with employees again. It was also recommended to work with the EGF Student Senate to look at adding a shower in the fitness center.</div> <div>3) Emergency Drill Schedule – Clinton shared an annual calendar for all emergency drills for FY25. Approved. ACTION: Cory will send appointments to all employees. Julie will add to the College Activities Calendar.</div> <div>4) Office Moves – Dr. Olson has requested to move the president’s office, CFO and HR offices on the EGF campus to the central hallway area (141, 140, TBA) to provide greater privacy to employees regarding access without having to walk past multiple offices. It will also provide open offices for the academic deans to be located within the VPASA office suite area. ACTION: Clinton will begin scheduling the office moves and begin work. ACTION: John will connect with Sara Johnson regarding the office space in the 525 suite.</div> <div>5) Smoking Entrance in TRF – There are issues with smoke coming into a classroom (515) in through intake at the current location of the smoking entrance. It was determined the smoking area will be moved to a space between entrances off the north parking lot. Facilities is pouring a cement slab and will add a bench and ash tray. Signage will be displayed showing the new designated smoking area. If this does not help the situation, there will be more discussion on going to a smoke free campus.</div> <div>6) Opening Entrances – The entrances by the fitness center and radio station will now be opened to accommodate student traffic from student housing.</div> <div>7) Cement/Sidewalk Work – Clinton shared that there is cement work being done on sidewalks around the TRF campus and to avoid those areas.</div> <div>8) Northland Market Updates – Stacey is working on updates to the Northland Market on the TRF campus. She is requesting to paint the cafeteria with brand colors. It was determined that the painting would be completed during the summer break, and the college employees and students will be given the opportunity to vote for naming the café.</div> |

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| 10:30 am - 10:45 am | Bemidji State and Polaris Partnership – Kirsten shared details about a partnership with BSU and Polaris. They are recruiting recent high school graduates who were not planning on going to college, giving them a job at Polaris, housing, and free tuition to attend college to earn a Bachelor’s degree. Kirsten and John will look at something similar to propose to Digi-Key. |
| 10:45 am - 11:00 am | Fall In-Service Attendance – It was determined that all employees will attend the in-service in Thief River Falls, including staff. Supervisors will ask for EGF employees to volunteer to stay back in EGF to ensure minimal coverage to serve students. This includes: one student services greeter, one business office staff, one facilities staff, and a technology staff member. In TRF, supervisors will ensure coverage with a student services greeter and a business office staff member. ACTION: John will look into chartering a bus and supervisors will encourage carpooling. |
| 11:00 am - 11:20 am | Academic Update – John <ul style="list-style-type: none"> • Enrollment is up 12% in FYE, 9% in headcount • John wanted to point out that TRF numbers looked like they were down due to the fact that campuses were added and that Aerospace numbers and Warroad numbers were counted separately now, and no longer counted under the TRF campus. • John shared a report on student success in on campus courses and online courses. More research is needed to determine the courses where students perform better. John also shared details about a report created for the cost allocation to show each program’s cost allocation. This report is available in the IR Teams folder. • The HLC work group is moving work forward in their work writing the Assurance Argument and preparing for the 2025 visit. The HLC liaison will be participating in the in-service in August and January to assist faculty in preparing. As they work on the report, John will send requests to those who will need to provide information for the report. |
| 11:20 am – 11:25 am | <ul style="list-style-type: none"> • TRF Chamber Mixer – The date has been set for Tuesday, September 24th, 7:30 am – 9:00 am. It will be set up in the Gunderson Commons, a light breakfast will be served, estimated 25-30 people will attend. Tours will be given beginning at 8:00 am – 8:45 am. ACTION: Lars/Kirsten will coordinate the event. John will share the details with faculty once everything is finalized. • EGF/GF Chamber Business After Hours – Northland will host the December 19, 2024, date. Lars is working on securing a food/beverage partner. ACTION: Chad will propose an idea for a neutral theme/decoration without using the holiday theme. |
| 11:25 am – 11:40 am | <ul style="list-style-type: none"> • College Events and Activities Calendar & Virtual Tour Platform Update – Chad provided a handout regarding a new product that would manage the virtual tour and a college event/activity calendar. He showed the cost break down of that tool and the EAB virtual tour product we currently have. ACTION: It was determined that this proposal will be brought forward to the College Council. |
| 11:55 am – 12:00 pm | Check-Out ACTION: Julie will add time to the meetings every other meeting. |
| | Next Meeting Agenda Item List Security Camera Policy |