

# Northland Community & Technology College

August 13, 2024 | 10:00 am - 12:00 pm | EGF Room 290

Direct Reports Meeting - Minutes

## AGENDA

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

10:00 am - 10:10 am	Check-In
10:10 am - 10:25 am Update	<b>REMINDERS:</b> <ul style="list-style-type: none"> <li>In-Service Plan – encouraging carpooling, can notify Julie to sign up for the van</li> <li>Awards and recognition from your department since January In-service 2024</li> <li>New Employees will be recognized on a slide at in-service and asked to stand</li> <li>Breakfast 8:00-8:45</li> <li>Photo in front of Gunderson Commons 8:45-9:10am</li> <li>In session (Theater) 9:15-11:30 (Break 10:15-10:30am)</li> <li>Lunch 11:30-12:15pm</li> </ul>
10:25 am - 10:30 am Update	<ul style="list-style-type: none"> <li>Admin Meeting scheduled for next week (August 20<sup>th</sup>) has been cancelled</li> <li>One-on-ones will be scheduled in the near future</li> </ul>
10:30 am - 10:40 am	<b>Continuous Improvement – Enrollment Services Event (Shari)</b> Hold – afternoons (1-4 pm) September 12 (TH) October 2 (W) Wildly Important GOAL – Grow Enrollment at Northland by 10 percent in the next three years (Fall 2024-Fall 2027) Sub Goals – set three with measurable outcomes At the continuous improvement event we will be lead through a discussion regarding how we grow enrollment(strategies)? What are the things we can control (activities and processes)? What will we track as metrics to know that we are moving the needle on this wildly important goal (WIG)? How and when will we communicate our success?
10:40 am - 11:00 am	Office Moves – EGF - Clinton
11:00-11:10am	Web Page – Garnet and Chad – To be in compliance, OCR needs items to be within 2 clicks away. We need to be current on our website <b>ACTION:</b> Chad will review and update all parts of the website to meet compliance requirements. <b>ACTION:</b> Affirmative Action Plan is due Oct. 31st
11:10-11:25am	Academic and Student Affairs Update – John <ul style="list-style-type: none"> <li>Enrollment Update</li> <li>Interim Dean Update</li> </ul>
11:25-11:50 am	<b>Open Agenda – new items</b> <ol style="list-style-type: none"> <li>Lars , student housing rental – 83 currently, could be as high as 93 for fall semester</li> <li>Food Pantry – open hours? Option for volunteers; we need to restock and clean-up; Kalen will check with LaDora to restock the food shelf, we can all help out; we need a point person on both campuses to be in-charge/responsible</li> <li>Welcome Week schedule – Abdul is in charge of Welcome Week</li> <li>CASE – renewed membership; Lars will attend the conference; if you want access to the resources, contact Lars.</li> <li>Rural College Membership – John renewed it; open to all</li> </ol>

	6) Open GYM – 1-4 on Sunday 7) Market is open 7-9:3pm M-R, and 7-6 p.m. Friday and when the college is open.
<b>11:50 am – 12:00 pm</b>	Check Out

Attendees: All present except Julie