

Northland Community & Technical College

October 8, 2024 | 10:00 am - 12:00 pm | TRF Room 662

Direct Reports and Administrator Meeting

MINUTES

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 – all attendees shared a check-in statement.
10:10 am - 10:20 am	<ul style="list-style-type: none"> Student Services Calendars - Sara <ul style="list-style-type: none"> Financial Aid Recruiting Student Life and Activities <ul style="list-style-type: none"> Heritage Calendar – Student Success Council Discussion/Open Discussion – Shari Chad will make template for recruiting events, Mindy or Lindsey (temp) will enter data for calendars. Need for more signage for events/activities – could have table tents in cafeteria and posters made for each month. Chad is also working on adding more events to Face Book/Instagram. Lindsey will be the point person. Event Planning Tool – Chad/Julie https://www.northlandcollege.edu/about/offices/marketing-communications/event-planning-guide-and-timeline/ This is for non-student life events. Could add another tab for student life events! <ul style="list-style-type: none"> Is drop-down option for student life event. Have button with the options of student life or non-student life event. Marketing receives the request; they determine if low or high scale event, and level of impact. Marketing will promote the event! Person planning the event won't have to market it. Step 6 – is there anyway to make this automated? People may not remember to go back and check with these different departments 1-2 weeks prior to event. Marketing will be following up several weeks leading up to event. Step 8 is not a required step but it closes the loop on the event Team working on calendar: Chad, Kirsten, Julie, Heidi, Sara
10:20 am - 10:30 am	<ul style="list-style-type: none"> Diversity CDO – Shari; Chief Diversity Officer is Becky; will be difficult when Becky is working remotely for 4 months and PT. Shari – has placed a request for additional support during this time on the President's Council agenda, meeting is scheduled for Oct. 14th in Staples, MN. HR Update - Becky <ul style="list-style-type: none"> Performance Reviews – Becky. Notice sent to supervisors for performance reviews due July 1 through Nov. 30. Organizational Chart – Shari. Has been updated as of Sept. 25, 2024. Working on vacancy notices/process. Reference checks – no longer have company for reference checks. For now HR is making phone calls. In WD- is 'cross-check' option. Becky will check on implementation for this in WD. Will also ask if have to buy in or if it's system availability. Candidates provide 3 references, so HR will work with chair of committee to determine how many should have the reference checks. Seasonal employees now do qualify for unemployment. We are a reimbursing agency for unemployment. So need to check those laid off first for temp positions/summer positions. Designated Officers – Shari (see bottom of agenda)

<p>10:30 am - 10:45 am</p>	<p>Continuous Improvement – Enrollment Services Event (Shari) – follow up through email.</p> <p>Feedback regarding event</p> <ul style="list-style-type: none"> • Projects Champion, Executive Sponsor • Team Identification: <ul style="list-style-type: none"> ○ Implement Northland CRM Salesforce – Stephanie/Shari ▪ TEAM: ○ Establish Targeted Recruiting Strategies – Chad/Shari ▪ TEAM: Kirsten M. ○ Northland's Identity - Who are we? Dorinda/Shari ▪ TEAM: ○ Review and Improve Northland's Enrollment Process – Sara/John ▪ TEAM: Katlyn Tamaalii ○ Eliminate Accuplacer Barrier – Sara/John ▪ TEAM: • Charter Due in 2 weeks • Executive Sponsors will have monthly check-ins with project champions (this could be schedule as an update on of the Admin./Direct Reports Meetings). • Action – Shari and Sara will meet to review the Charter draft and finalize a simplified form.
<p>10:50 am - 11:10 am</p>	<p>State of the College – October 17th – Action Items:</p> <ul style="list-style-type: none"> • Clinton – Aerial Photos of campuses • Shari – Introduction Slides • Jon/Aaron/Kirsten – Northrop Grumman Slides – Invite Speaker • Aaron – Experience Northland Aerospace Slides – Add Pics • John/Stephanie – Career Impact Academy Slides – Invite Speaker? • Shari – Marvin Partnership • Jon B – NCAT Slides • Jon B – UAS Program Update Slides • Lars – Foundation Update/Housing Slides – Video? • Shari – College Update Slides • Shari – Donation Slides <p>Julie to send email to those that need to add to the slide deck in TEAMs.</p>
<p>11:10-11:35 am</p>	<p>HLC Updates – John</p> <p>Workgroup holding retreat on 10/21 with HLC liaison and Dr. Irene Kovala to deep dive into the new standards. John is currently updating the timeline for Irene and will share out at our next Admin meeting.</p> <p>Academic Updates and Discussion – John</p> <p>AASC's first substantive meeting today, 10/8 from 1:00-3:00. They will begin reviewing the 3000-series policies/procedures reviewed by Cabinet in February 2024.</p> <p>Program Review – John</p> <p>Assessment & Program Review (APR) committee meets today 4:00-5:00. Agenda includes setting an outcome for the year, SOP for the committee, ILOs that will be assessed this year, and discussion on the efficacy of using the D2L shell.</p>
<p>11:35-11:45 am</p>	<p>Professional Development for All Staff, Faculty and Admin. – Celebrate your Strengths! Positive psychology training.</p> <ul style="list-style-type: none"> • StrengthsFinder Refresher/Training for Admin and Direct Reports – Shari. Shari bought codes for each administrator/direct report. This assessment will identify all 34 themes; looking for someone to lead a 4-hour session to discuss our strengths. Are solving problems! Will be more efficient if know our strengths and work on those. Will complete in next 2 months. • Plan for open sessions for all employees? (4 hour, Friday a.m. for Friday p.m.). • Other: Shari and Julie are currently looking at requests made of the president's office to solve problems or make improvements through the lens of: Urgent and

	Important. We are working to get caught up on the many requests for change or improvement.
11:45-11:50 am	<p>Open Agenda – new items</p> <ul style="list-style-type: none"> • Café Naming Contest Update – Chad. TRF – Pioneer, Northland, several more write ins. Sent those to students to vote. Pioneer Cafe top one, then Cosmic. 140 students voted. Chad will send email to staff, faculty and students with winner. • Building Attendants Training – Clinton. Request from head security at DigiKey to include going to their parking lot for check. David Lovly said part of training is to patrol large parking lots. He's in favor of this. Maybe include Walmart lot, too. Clinton will discuss with Stephanie. Can benefit the program. • Active Shooter Drill with Law Enforcement – Clinton. Will be Oct. 25. Finalized with local law enforcement. Would like faculty on-site to participate. Lockdown drill with active shooter drill. Entire CJ program will participate. TRF main campus only. <ul style="list-style-type: none"> ◦ Suggestion to include counselor in the event this triggers PTSP symptoms in someone. Sara J will mention this to Becky J. • Lars: several have asked if we could have an online store for clothing for different programs, so parents could order wrestling clothes, etc. What we have in place for online athletic wear is not a fund raiser; profit goes to athletics. This would essentially compete with bookstore as well. Could we have ads on live-streaming ads for clothing for parents out of state? Even half-time still images to promote sales. Kalen/Chad will check if bookstore can offer more customized apparel – maybe through Legends. • Clinton purchases his staff shirts and clay target apparel from Legends.
11:50 am – 12:00 pm	Check Out – All attendees shared a check-out statement.
	<p>Next Meeting Agenda Item List</p> <ul style="list-style-type: none"> • July 2nd Themes from Faculty Leadership • Evaluation of Academic Program Offerings – John • NCAT/Northrop Grumman Update – Jon/Kirsten • Mechatronics Program at Aerospace – Clinton/Don

Designated Officers

1. Affirmative Action/Equal Employment Opportunities Office
 - a. Director of HR - Becky
2. Human Rights Officer??
 - a.
3. Discrimination/Harassment Complaints Officer
 - a. Sara J – students; Becky - employees
4. Title IX Coordinator
 - a. Becky
5. Americans with Disabilities/Section 504 Coordinator
 - a. Becky-employees; Cory F - students
6. Campus Diversity Officer
 - a. Becky
7. Professional peace Officer Education (PPOE)
 - a. David Lovly