

Present:

Absent:

Shari Olson, John Fields, Clinton Castle, Kalen Wiseth, Stacey Hron, Lars Dyrud, Kirsten Michalke, and Julie Fenning (recorder).

Becky Lindseth, Chad Sperling, Jon Beck

2:00 pm - 2:10 pm	Check-In
2:10 pm - 3:00 pm	<div><div>Updates and Problem-Solving</div><div><ul style="list-style-type: none"><li>Clinton requested input on a facilities use agreement with the Backcourt basketball group. They are requesting to use the gym and cafeteria on a Saturday and Sunday in February. This group would include middle school students. <b>ACTION:</b> Clinton will respond waiving the room fees, ask for Northland to manage concessions, and charge only the facilities staff rate of \$95 per hour.</li><li>Clinton also requested input from the group regarding allowing Marvin in Grafton to borrow a robot and circuit board for a career fair they will be attending. <b>ACTION:</b> The group approved as long as the Northland mechatronics program could be promoted.</li><li>Clinton and Dr. Olson walked around the TRF campuses one Friday and found several storage areas that were full of old, outdated items. <b>ACTION:</b> It was determined that these spaces would be gone through and items discarded and recycled as appropriate.</li><li>Student Spaces on Campus – There are several student spaces on both campuses that were funded out of a grant from the system office. The spaces in TRF are not operational yet. <b>ACTION:</b> It was determined that a small group will review the grant expectations and the spaces and make a recommendation on how to spend the remaining funds (\$19,000) by December. Kirsten suggested looking at Mental Health First Aid training if funds were available.</li><li>Esports – Stacey shared that Howard Brockhouse has connected with Garden Valley and they have agreed to sponsor the Northland Esports team, as well as, give Northland complimentary internet connections on the TRF campus. These will be in the Esports room and in the cafeteria. This will allow access to additional games for our team.</li><li>Pioneer Café – Round up for Charity – Stacey announced that she has activated the ability to round up for charity on all three market kiosks. The proceeds will go to the Student Emergency Fund within the Foundation.</li><li>Kalen shared that the deadline for instructional equipment requests has passed. He received 60 requests totalling \$750,000, with a total of \$450,000 available. The next step is to forward to the division chairs for prioritizing and ranking. Once that is complete, John Fields, Stephanie LeDuc, Don Fischer, Dorinda Sorvig, Stacey Hron, and Clinton Castle will review and make a final recommendation. John shared that they are working on a rubric for ranking these items to ensure equality. This new process for review of the applications was supported by the FFT Council in September, 2024.</li><li>Kalen shared that the instructional cost study is available for review. Kalen will share with everyone and review for accuracy. Deadline to respond to the system office with any changes is November 30<sup>th</sup>.</li><li>Lars shared an update on student housing. Digi-Key will be contracting directly with Northland for workforce housing. With student housing full, if there are any plans to increase the need for student housing, Lars would need to know so he can work with his workforce housing partners.</li><li>HLC Update – John shared that there was a conflict with the first HLC retreat day and it is being rescheduled.</li></ul></div></div>

	<ul style="list-style-type: none"> <li>• APR Update – They are moving forward with owning the program sustainability process.</li> <li>• Kirsten shared that she is attending a meeting tomorrow regarding North Dakota federal grant funds for training. They had expected to train 900 people, but only trained 200. The group is asking for Kirsten to get Northland as an approved training vendor, so they can use in this project to upscale employees. More to come.</li> <li>• Stacey shared that the grant from the Minnesota Arts Council to purchase Native American artwork has a final report due. She will look into and report back. They artwork is complete; however, the mural is to be painted this spring. We need to have a celebration unveiling this art work during Native American Heritage month. <b>ACTION:</b> Sara will bring this item to the Student Success Council work group who just proposed the annual heritage calendar.</li> <li>• College Diversity Officer – we need to determine who will be chairing the Advancing Equity Committee. <b>ACTION:</b> It was determined that Dr. Olson will look at other smaller rural colleges in Minnesota like Southeast Technical College, Pine Technical College, and Central Lakes College to see how they are structured.</li> <li>• Active Shooter Drill – Clinton shared that the active drill will be this Friday, October 25<sup>th</sup> on the TRF campuses. He plans to organize one for the EGF campus in 2025. <b>ACTION:</b> John will make sure Becca Johnson, counselor, will be on campus.</li> </ul>
3:00 pm – 3:15 pm	<b>Meeting Structure and Schedule – Tuesdays</b> – Dr. Olson announced that she will be merging the Admin and Direct Reports meeting together and creating the President's Cabinet. She sought input on the length, time, and location of the meetings based on travel schedules. Everyone had already secured Tuesdays in TRF for the year, so it will remain on Tuesdays in TRF. <b>ACTION:</b> Julie will update everyone's Outlook calendars.
3:15 pm - 3:30 pm	<b>Continuous Improvement – Enrollment Services Event (Shari)</b> <ul style="list-style-type: none"> <li>○ <b>Implement Northland CRM Salesforce – Stephanie/Shari</b> <ul style="list-style-type: none"> <li>▪ TEAM: Stacey Hron, Andrea Moses, Becca Johnson, Lindsay Kuntz</li> </ul> </li> <li>○ <b>Establish Targeted Recruiting Strategies – Chad/Shari</b> <ul style="list-style-type: none"> <li>▪ TEAM: Kirsten, Linda Samuelson, Don Fischer, Shannon Nelson, Alyssa M.</li> </ul> </li> <li>○ <b>Northland's Identity - Who are we? Dorinda/Shari</b> <ul style="list-style-type: none"> <li>▪ TEAM: Jon Beck, Lynette Neppel, Lisa Gunderson</li> </ul> </li> <li>○ <b>Review and Improve Northland's Enrollment Process – Sara/John</b> <ul style="list-style-type: none"> <li>▪ TEAM: Lisa Bottem, Heidi Kippenhan, Bobbie Taylor</li> </ul> </li> <li>○ <b>Eliminate Accuplacer Barrier – Sara/John</b> <ul style="list-style-type: none"> <li>▪ TEAM: Sarah Dorn, Maureen Monson, Adam Paulson, Mike Simmers</li> </ul> </li> </ul> <b>Charter Due in 2 weeks</b> – October 22, 2024, <b>ACTION:</b> Julie will send a reminder team leads. <b>Monthly Check-ins</b> – John and Dr. Olson will conduct monthly check-ins with team leads.
3:30 pm - 3:40 pm	<b>Clothing for academic programs</b> – Kalen reported that Chad has been working with Colleen Kukowski in the Northland Store. He will be creating a Look Book with sub-branded program designs. Programs will be able to request an order be placed in minimum quantities. If it is run through the Northland Store, then Kalen's team can accept the payments and ship items. Employees are still able to purchase directly from vendors if they follow the standardized approval process.
3:40 pm - 3:45 pm	<b>Professional Development – Celebrate your Strengths!</b> Dr. Olson is looking at offering a StrengthsFinder refresher for Admin and Direct Reports. There are a lot of new employees in the leadership team and it would be valuable to review everyone's top ten themes of talent. <b>ACTION:</b> Julie has reached out to DeAnna Murphy to discuss a training session. More to come.
3:45 pm - 3:50 pm	Open Agenda – new items
3:50 pm - 4:00 pm	Check Out
	Next Meeting Agenda Item List <ul style="list-style-type: none"> <li>• July 2<sup>nd</sup> Themes from Faculty Leadership</li> </ul>