

Northland Community & Technical College

Aug 28, 2025 | 10:00 am - 12:00 pm | TRF 619

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

President's Cabinet

MINUTES

Present: Shari Olson, Stacey Hron, John Fields, Kalen Wiseth, Michelle Benitt, Don Fischer, Johnathan Beck, Clinton Castle, Abdul Chamma, Joseph Agbeko, Sara Johnson, Chad Sperling,
Absent: Kirsten Michalke

10:00 am - 10:10 am	Check-In
10:10 am - 10:20 am	<ul style="list-style-type: none">Care-Fund Signer—Motion to change to Topanga Brown granted. Suggested for a second signer to be added. Finance not to be involved due to conflict of interest. Michelle Benitt Volunteered to be second signer. Motion seconded. Motion granted. Action—Topanga to send meeting minutes to Northern State Bank for approval. Michelle and Topanga to bank to officially sign for account.
10:20 am – 10:30 am	<ul style="list-style-type: none">Update on Recruiting Events Planning/Participation—Chad reports schools in system notice efficiency in recruiting events on campus. Will release Spring events soon. Chad expresses need for volunteers and participation with hope for 85% participation rate. Action—Chad to add dates for future events, continue to look into high school involvement with possibility of being written into grant proposal by Johnathan.
10:30 am – 10:40 am	<ul style="list-style-type: none">MN State Hunger Free Campus Grant Opportunity—Grant is due September 30th. Decisions emailed week of October 13th and funds sent October 20th. Meeting is September 5th at 9:00 am. Questioned if grant will include support of infrastructure of freezers/new equipment if approved. Suggestion of having pamphlet from WICK provided in pantry. Action—Sarah to lead submission of grant and relay information to Becca Johnson. Added Clinton into taskforce. Members of taskforce are—Topanga, Amy, Sara, Abdul, Becca, and Clinton.College Wide Shared Governance-Membership and projects from FY 25—Reported 2 members needed for AFCME and 1 member for MAPE. Observed no designated parking for prospective students and their families. Questioned concern for Heather Action—Encourage participation of all. Clinton to write up proposal for designated prospective student parking.
11:40 am – 11:50 am	<ul style="list-style-type: none">Bonding and HEAPR Update—Reports bonding projects are going well and are almost finished. HEAPR project is 70% finished on interior and will not interfere with classes. Concerns with demolition noise while on roof and tar lay causing strong smells in classrooms.Ribbon Cutting Ceremony—Date pushed to November 5th due to construction completion dates.
10:50 a.m. - 11:05 am	<ul style="list-style-type: none">Fire Drill—No notes
11:05 am – 11:15 am	<ul style="list-style-type: none">No Trespassing Order—Individual #1—Order is extended for another calendar year. Photo requested to view for safety purposes. Approved for select people to share name of individual for safety purposes. Individual #2—No threat to personnel, but threat to assets. No order issued until individual returns to campus in future, which will be taken care of by law enforcement.

11:15 am – 11:20 am	<ul style="list-style-type: none"> • President's Newsletter—Responsibility changed from Stacey Hron to Topanga Brown. Newsletter to be sent every other Friday by email. Questioned if Newsletter was intended for students or faculty. Confirmed to send out two different newsletters; students receive revised version and faculty receive full version. Suggestion for newsletter for Liberal Arts. Counteracted due to lack of consistency and consumers of media. Action—Topanga to create two separate newsletters for students and faculty. Topanga to create calendar event for deadline to submit material. Topanga to add following people to calendar event; Shannon Nelson, Carrie Mooney, Becca Johnson, Megan Hall, Julie Roisland, Rachel Larson, Mahogany Morrison, and Abdul's predecessor (when appointed). ALL submitters to submit material by 4:30 pm the Wednesday prior to distribution. Stacey to send Topanga login information.
11:20 am – 11:30 am	<ul style="list-style-type: none"> • Advisory Board Meetings (Fall/Spring)—Idea for one full “reset” meeting. Wanted meeting to be in October, but it's too busy around that time. Meeting is November 5th in EGF and November 6th in TRF to set expectations. Action—John and Topanga or Julie to coordinate a letter for invites. Need meals planned for each night. John to add Joseph to planning. John and Shari to talk agenda. John to contact Topanga for next steps. • Academic Update—HLC to meet next Thursday or Friday for drafts. Final copy from master writer tbd. Plan to transition September 30th. Will be on site April 26th and 27th. Meeting will now be open forum and will be hosted in TRF and EGF (unsure of Aerospace location). T4 event November 5th in am. Mentioned doing 8th grade event at both campuses. Reported influx of appeals this year. Many requests for the scheduling process. Procedure exists, but is not made public. Suggested moving scheduling back to admin but countered with inefficiency with that option. Facilities schedule change this year. Reported attempts to use a wider range of time slots for classes to avoid class conflicts/competition. Co-chairs of ASD set to meet September 11th. John will no longer be Allied Health Coordinator. RN pathway to BSU to be signed. Grant communicated to Senator Klobuchar. Surg Tech enrollment is down. One staff member resigned 3 weeks before classes resumed and messed with accreditation, which we have 30 days to remedy (already done). A request for SURT course suspension granted and redesign of program to be finished by January classes begin.
11:30 – 11:50	<p>Open Agenda</p> <ul style="list-style-type: none"> • Altru Endowments—Contacted Abdul. Potential \$20,000 for each campus. • Facilities Plan—Project #1 remodel of nursing lab TRF with a deadline of September 15th and November 21st. • Fire Drills Dates- Why are they the first week of each semester? – Best time to have them due to no early childhood on campus. MN requires schools to execute them within first 2 weeks of semester. • Auction House Update—House was reposted for sale with a sealed bid process now instead of live auction. Plan is to review process and bid 2 weeks later with a minimum bid at \$130,000. Potential buyer with experience in buying moveable homes. • Data Privacy Webinar— September 11th during President's Cabinet meetings from 10 am to 11 am. Other dates are October 9th, November 13th, and December 11th. All webinars are online. • On Campus Interviews for Dean of Academic Affairs—Set for September 11th and 12th with 4 candidates so far. Interviews will have open forum. Interviews for other departments to follow with a potential for department/position swaps. Conversation to be continued... Action—Joseph to invite John to meetings.
11:50 am – 12:00 pm	Check-Out

