Northland Community & Technical College

Sept 11, 2025 | 11:00 am - 12:00 pm |TRF 619

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, Kirsten Michalke, Topanga Brown
Absent: Chad Sperling

11:00 am – 11:05 am	Check-In
11:05 am – 11:10 am	• **Achievement Awards – Updated Procedure and Nomination Form-** Michelle shared documents on changes made. Forms will now be sent to the president. Reminded not to share when nominating someone and to use it sparingly. **(**Form and procedure attached below)
11:10 am – 11:15 am	• **Salesforce Update-** Errors were found in emails to students, but were corrected quickly. Explained process of what emails students will receive. Questioned if section in newsletter should be added for education. States need for use of mobile phone calls and texts in addition to emails. (Handout attached below) **Action—Sara to add Joseph and Katelyn to weekly meetings, write up the process of emails for reference, and share at student success meeting. Shari to meet with the leaders of the 5 Student Enrollment Framework Priorities to finalize changes.**
10:15 am – 10:20 am	• **Assessment & Program Review-** Will be addressing 2nd cohort this year. John will lead meetings to start due to faculty chair vacancy. • Watch List – purpose is to see health of programs. ○ Pharmacy Tech- John working to sunset program on Sept 19th. Takes two years to officially close program. **Action- John to follow up after meeting.**
11:20 am – 11:30 am	• HLC accreditation visit – Retreat moved to October 10th. States we need more evidence. John meets with writers on Monday, Sept 15th, and will update with progress. ○ Webpage- Mirroring other MNState schools. Must be up by December 1st. Meeting with Chad to further progress.
11:30 am – 11:35 am	• 13 College-wide Shared Governance Proposals that have not been completed from FY 25- Leaders of each proposal (Listed from top to bottom on handout, attached below) 1. Chad(done) 2. Michelle and team 3. Michelle and team 4. Joseph 5. Sara

	6. Clinton- will be finished by mid-October 7. Shari- by fall semester- Action- Shari to meet with Clinton, Chad, and Shannon for name change 8. Julie(done)- Action- Sara to check on accuracy and completion date 9. New Dean of CTE 10. Chad- install by 10-31-25 in EGF and TRF 11. Chad(done) 12. Liberal Arts team 13. Kirsten Michalke
11:35 am – 11:40 am	• Affirmative Action Update- put on hold until Sept. 27th due to lawsuit • Orientation Checklist (attached in email)- Action- Send Michelle additions to checklist, if any
11:40 am – 11:45 am	• NCAT/Northland Aerospace National Workforce Development Initiative- Outline of motion sent via email. Don and Jonathan to work with partners on collab. Asked to confirm need for infrastructure changes if new equipment is purchased. If granted, an extra $185,000 will be added to funding from IACMI. (Handout attached below)
11:45 am – 11:50 am	• Informational – MAPE %AFSCME Summary of Contact Changes, MMB Policy 1422 – Telework updated 06/01/25- Contract changes available on MMB website. Important to understand the changes since we need to follow language in contracts made. Action- Sara to send full contracts in an email.
11:50 am – 12:00 pm	Check-Out

Announcements:

- Advisory Board Appreciation Event - John
  - Organizing committee: John
  - EGF
    - Wed 11/5
    - 4:00-5:30 Open House
    - 5:30-7:00 Supper and Program
  - TRF
    - Thurs, 11/6
    - 4:00-5:30 Open House
    - 5:30-7:00 Supper and Program
  - 7:00 Community Band Concert

- State of the College:
  - TRF October 15th, 5:30pm-7:30pm, Gunderson Commons, meal provided
  - EGF October 16th, 11:00am-1:00pm, Commons, meal provided

- Colleen's Benefit September 20th

ACHIEVEMENT AWARD
(AFSCME, MAPE, MMA, Managerial Plan and Commissioner's Plan)

Purpose: Achievement Awards are a means for recognizing and rewarding "outstanding employee achievement and performance. Award nomination should be used as a tool to reinforce and to communicate to employees that Northland recognizes exceptional performance. The objective of this procedure is to set forth criteria and processes to ensure that the awards are granted in a fair and consistent manner. At the President's discretion, awards may not occur every fiscal year.

Amount and Date of Award: The achievement award dollar limits are contained in the various bargaining agreements/plans. Awards will be granted and paid by the end of the fiscal year.

Eligibility Criteria: All full-time and part-time permanent staff who have been employed at Northland since the beginning of the fiscal year and who are covered by the terms and conditions of the AFSCME, MAPE or MMA bargaining agreements or the Commissioner's or Managerial Plan are eligible. The employee's work performance must be satisfactory or above to be eligible.

Nomination Criteria: Nominations for achievement awards are to be submitted to the Vice President of Human Resources. An employee shall submit nominations by completing the Achievement Award Nomination Form. The nomination should indicate how the employee has met one or more of the following criteria:

Overall Performance
- Exceeds performance expectations by demonstrating outstanding performance.
- Demonstrates a range of personal attributes that are outstanding.
- Encourages others around them to excel.
- Advances the mission of Northland Community and Technical College.
- Respect for students/customers
- Cooperation with others through teamwork and information sharing

Special Project
- Completed a special project in an outstanding manner; and
- The project constituted a significant part of the employee's performance during the past   year.

Cost Containment
- Employee recommendation(s) have been implemented and have resulted in a measurable cost savings to the department, division or college.

Award nomination shall not be based on an employee's length of service, for doing their normal job duties in a satisfactory manner, or other subjective reasons not related to outstanding performance. For an employee to receive the award, his/her supervisor must support the nomination.

The Vice President of Human Resources will review nominations that are submitted for eligibility in accordance with the respective Bargaining Agreement. Eligible nominations will be reviewed by the President. The President may choose to meet with the supervisor/administrator of the employee being nominated prior to making a final decision. The President will determine the recipients of the achievement award and the amount/type of award.

Salesforce History and Timeline

Since June (end of Foundation Partners contract) *Sara scheduled weekly meetings with Distance, IT and Student Services. A lot of progress made…*

- ISRS nightly download of daily online and on campus student applications
- Generates a report of campus and online daily submitted applications with status (complete, pending, etc.)
- Streamlined communication process to students by creating templates with consistent verbiage for day 0 email, acceptance letters, and additional documentation required
- Work in progress - Text and email students admission communications
- Prospects entered into Salesforce and then contacted by recruiters
- Work in progress – International Student Communication
- Adding additional communication letters

7/22/25

Update from Chad: Yes, I'm able to track a wide range of prospect data, including:

- Request for information inquiries (both general and program-specific)
- Athletics website inquiries
- Campus visit requests
- Website traffic and engagement metrics
- Digital advertising performance
- Once the virtual tour is launched, I'll also be able to track both traffic and inquiry data related to that platform.

The only area where I don't have direct access is application data. All of our marketing systems are set up to capture and track the digital interactions listed above. One gap may still be our human-driven interactions such as walk-ins, phone calls, and other offline touchpoints. (Note: recruiter human interaction at fairs, etc. is now captured properly.) To ensure we're capturing the full picture, it's important that all of those leads are consistently entered into Salesforce.

Karen has been entering all prospects into Salesforce and then Amanda and Alyssa contact them. Mindy will be trained to enter them into Salesforce as well.

6/24/25

Chad/Kristi reduced mailable prospects list down 18,488 so we are below 20k limit as a quick fix. Will continue to work on so we are within license limit.

6/3/25

Foundation Partners contract ended.

- Foundation Partners 47 items completed and 20 items still on the to-do list.
- Invoice from Foundation Partners $8,050.00 1/1/25-3/31/25 40.25 hours – 7/27/25
- Invoice from Foundation Partner $11,150.00 4/1/25-6/30/25 55.75 hours – 7/27/25
- Invoice from Foundation Partners $8,850.00 10/1/25-12/31/24 44.25 hours 4/10/25

6/2/25

Tiffany Brunko from Distance: Day 0 Emails update: Foundation Partners got the button working and she sent emails to all campus students that we have processed from 5/29/25 to current so we should be caught up. They will process from here on out.

5/14/25

Added Distance Mn users to our Salesforce

5/13/25

Update from Chad:

Recruiting Team/Lead Generation (formerly Pardot)

Salesforce's marketing lead generation elements have been operational since launch. No support or work was needed for automation, communications, or reporting. The recruiters confirmed that the updated ISRS importing is working well on their end, and the data is useful. Alyssa will begin full-scale training (from me and Amanda) in late May after commencement. We are working on developing a departmental SOP for how the recruiters will utilize Salesforce for recruiting communications, actions, and tracking. This will be the building block for an eventual full-scale college communications plan that will be developed as part of our college SEM planning.

Last week, Gayle and I discussed finalizing details for adding a field for internal notes that only the recruiting team can view. I believe this is now set up, but may require a brief training session with the recruiters or a simple email with instructions on where to find and how to use this feature.

More Logical/Custom RFI Forms

Gayle and I also talked about my request for a more logical/custom solution for RFI form development. Gayle found an add-on tool that could be the perfect solution for our needs—thank you, Gayle! It's an add-on tool for our current online form tool used on our public-facing website. It does require integration into our website, so I have our web dev team conducting QA testing of this add-on tool on our test site/server. This will be integrated in early summer after QA testing is complete. I am well-versed in this form tool and will not require training.

Branded Letter Templates

As I mentioned at our last meeting, I will start coding custom-branded letter templates for our admissions letters after commencement. Gayle has already shown me where to build these templates. In the short term, someone can create these letters in Salesforce using our logo in the header just to get them up and running. I can build in the more polished branded templates later on without delaying their use or disrupting the process.

Automated New Lead Assignments to Recruiters

I still need to provide Gayle with the final recruiter roster assignment list for automatically assigning all new leads to recruiters based on campus and/or major interest. This is a new "nice to have" request feature that Gayle and I discussed last week.

Mogli (Texting)

Implementing Mogli is another post-commencement project on my list. I have the build instructions I need from Mogli; I just need to implement and test it on our website.

Future Request for Assistance

Lastly, I have a new request: I would like to create an automated report of prospect leads who are not admitted. This report should be sent only to the recruiters and myself. The recruiting team will handle communicating with and nudging leads to apply. I may need help setting up a report that pulls app status data.

5/9/25

Foundation Partners incorrectly sent emails to accepted students while testing the system.

4/29/25

Letter templates created for Apsona and reports that generate each of the letters.

4/29/25

Where are we at with Recruitment and Admissions in Salesforce?

* Foundation Partners Perspective: The recruitment functionality in Salesforce was finished a few months ago, and Gayle has met with Sara, Chad, and Amanda about how to use it. Besides a few Apsona letters, we do not know of anything the Northland recruitment team needs to be using Salesforce. However, it seems like not everyone is using the Recruitment and Admissions functionality yet, so we are not sure how to proceed.

* Chad Sperling: We are currently in a good position with marketing lead gen and recruiting using Salesforce. Our marketing lead generation efforts (excluding Mogli) have been operational since the inception of Salesforce. I am actively collaborating with Mogli and my team to address the issues we are experiencing in this area. Amanda has been one of our primary power users of Salesforce since she started and is very familiar with the product. She and Alyssa (the new recruiter) are working together to determine the best way to utilize Salesforce for recruiting purposes. The adjustments in these areas have made the product better. As of now, there are no concerns or issues on the recruiting side that have popped up yet.

Foundation Partners, LLC

Where are we at with Recruitment and Admissions in Salesforce?

* Sara Johnson: Priority of creating new email communications like those sent by Distance Minnesota. Unclear to Foundation Partners which emails are needed and who is responsible for creating them.

* Stacey Hron: Apsona, Forwarded 5 acceptance letter templates to Foundation Partners to be created in Salesforce. Desiring to move to the next phase with Student Success.

* Amanda: Logging in regularly, sending emails to prospective students. 284 emails in last 30 days. Sent 20 Mogli messages in last 30 days.

* Alyssa: New, no Salesforce login activity in last 4 weeks.

Foundation Partners, LLC

| 4/24/25 |
| Foundation Partners – started working on letters. |
| 4/22/25 |
| Foundation Partners updated navigation functionality |
| 4/21/25 |
| meeting with Kristi K from Distance and Sarah G from Alex to get additional info on Apsona and configuration to create similar process as Alex/Distance. |

4/17/25

Project updates

Foundation Partners: Trial version of Apsona setup. Requested quote for licenses

Answers to your questions are below:

1. When will we be ready to start training for Recruitment staff?
   - The recruitment functionality in Salesforce was finished a few months ago, and Gayle has met with Sara, Chad, and Amanda about how to use it. From our perspective the Northland recruitment team should be using Salesforce for recruitment and nothing else is needed on this.   If that is incorrect and you need additional configuration or training please let us know, we are glad to help in any way to help your team use Salesforce successfully for recruitment work.

2. What is next step for Apsona conversation?
   - There are three next steps on this:
     - Let us know what letters you want produce and send us copies of them in Word
     - Give us approval to install the Apsona 30 day trial
     - Give us approval to start building these letters in Apsona/Salesforce for you.

3. When can we begin conversations about Student Success?
   - We can start these conversations now. Our understanding is that Sara wanted the letters built out before we started on Student Success, but we are fine moving forward with both the recruitment letters and Student Success conversations at the same time.

Chad: I can provide an update on point #1. We are currently in a good position with marketing lead gen and recruiting using Salesforce. Our marketing lead generation efforts (excluding Mogli) have been operational since the inception of Salesforce. I am actively collaborating with Mogli and my team to address the issues we are experiencing in this area. Amanda has been one of our primary power users of Salesforce since she started and is very familiar with the product. She and Alyssa (the new recruiter) are working together to determine the best way to utilize Salesforce for recruiting purposes. The adjustments in these areas have made the product better. As of now, there are no concerns or issues on the recruiting side that have popped up yet. Thanks

4/15/25

Update from Sara: I reviewed my Outlook calendar and didn't see any invitations to meetings with Foundation Partners prior to engaging with them at the end of February, and below is a list of the meetings I scheduled along with the attendees.

My assumption is that Stephanie had been in contact with them during November and December, and that the invoice hours reflect those earlier meetings as well as the behind-the-scenes updates that Dave Dumbeck was working on during that time.

I think it would be helpful for us to meet with Foundation Partners to get a clear understanding of where things currently stand. I'm feeling a bit out of the loop in this process, and when Chad and I met with the Distance Minnesota staff on March 26th, they shared that it took them 8–10 months to get things fully off the ground when they began.

- 1/7/2025 Additional meeting
- 2/24/2025- Gayle Grant, Chad, Bree, Mindy, Amanda Kinney, Alyssa Montgomery, Amanda Hoglo
- 2/26/2025- Gayle, Chad, Sara
- 3/6/2025- Gayle, Chad, Sara

- 3/24/2025- Gayle, Chad, Sara
- 3/26/2025- Chad, Sara, Bree, Mindy, Melissa Schmelz, Kristi Karels
- 4/30/2025 Additional meeting
- 05/14/2025 Additional meeting
- 05/19/2025 Additional meeting

4/10/25

Invoiced for 44.25 hours $8,850.00 10/1/24-12/31/2024

3/4/25

Received scripts from MState and now running from our servers.

2/27/25

Foundation Partners project update:

I believe we have the Admissions data in a good place and they should be able to transition confidently to Salesforce as their first stop and stop using the spreadsheets. We might need to do a bit of training regarding list views but not a big deal.

We worked with Dave Dumbeck recently for Integrations regarding the Applicant data.

Updates to the Integration for Application details getting the mapping to the Application object versus Contact object. We also cleaned up some old fields that are now handled differently.

We got the phone number mapping updated: Phone number re-mapped and mobile phone added to the mapping. This allows the Mogli field to be populated so texting can happen.

We added integration for the Enrollment Histories so Recruitment can see all schools that a student attended and whether transcripts have been received etc. This was one of the things they were tracking on their spreadsheets.

Naturally all these updates are reliant on the integration timing.

2/18/25

Dave/Scott resolved application integration errors

2/11/25

Dave/Scott resolved integration errors. Reviewed bulk import logs.

2/6/25

Added admissions team to streamline application process (Sara, Bree, Amanda, Mindy)

2/4/25

Foundation Partners and MState programming progress regarding integration. Met with Recruitment regarding leads and what data they use.

1/28/25

Programming contract with MSTATE for ISRS-Salesforce integration up to 20 hours @ $75/hr = $1,500

1/15/25

Salesforce annual renewal $38152.00 1/16/25

12/16/24

Foundation Partners - Our primary focus has been to resolve issues on the Leads object and with Account Engagement, and we have completed over 20 configuration and data cleanup items. Below is an overview of the items that have been resolved so far, you can view a full list at https://northlandcommunityandtechnicalcoll.lightning.force.com/lightning/o/Enhancements__c/list?filterName=All_Closed

- Accounts - imported a full file of high schools with the ACT code and addresses.
- Updated the Lead page layout to show fields that are captured on the RFI form.
  - Required fields from RFI are now required for new leads.

- Removed fields that are not being used from the Lead page layout to eliminate clutter.
- Populated the Lead Source field with values that were in the lead source text field and removed that redundant field.
- Resolved Sync errors in Account Engagement, 263 - deleted records, picklist value mismatch, intended major mismatch, family email address errors.
- Added missing Lead and Contact records to Account Engagement, 3781
- Full Account Engagement sync was performed. Running smoothly, no new errors.
- Servio created a flow that was deleting duplicate Lead records instead of merging them, we inactivated this incorrect automation.
- Created a field on Lead object to store the high school graduation year.
- Created fields to capture the last contact date.   One each for call, email, text and mailing.
    - Populated activity type, for tracking of last activity.
    - Create rollups to automatically populate these fields with values from Task records
- Populated missing Intended Major values
- Populated missing Campus values
- Exported Notes and Imported as Tasks with all details. Notes is an outdated feature and not reportable and is not viewable by other users. Tasks can be viewed by all users to see interactions with prospective students.

2) Gayle had a call today with Recruitment personnel (Chad, Amanda and Alyssa) to show them the work done on the Leads and to understand their processes in regards to contacts/applicants. Based on this we are now beginning work to fix issues with the Contact object and creating reports that will replace the spreadsheets the recruiters are currently using. After correcting these issues we will schedule another meeting with them to review updates and do training.

3) The data integration with ISRS is missing needed values, I will contact the M-State team who built your integration

11/12/24

Contract sent to Foundation Partner and work begins on configuration issues.

10/30/24

PO created for $20,000 for bucket of 100 hours of support and training. SOW Configuration of recruitment, student success, and marketing functionality in Salesforce. Salesforce training for Northland Staff.

What We Heard From You During Our Conversation

- You have Salesforce but are not really using it much now (with the exception of Marketing is using Account Engagement/Pardot).
- Chad is the only person from the implementation team still at the college, the result is that your team doesn't really know what the system can do or how it works.
- Student Recruitment is currently using spreadsheets to track work.
- Using the system to serve current students is a high priority, this will replace manual processes.
- The technical team at M-State built your integration with ISRS but not sure the status of this work.
- You need someone who knows Salesforce and Higher Education (specifically how a Minnesota State college works) who can answer questions for you and provide help when issues arise.
- You want to get started on this work as soon as possible and begin using it by the beginning of Spring semester in January.

Items We Saw in Our Evaluation of Your Salesforce Org that need to be addressed - Recruitment

* Leads
  - Page layout issues – Compact layout does not display most important fields, redundant fields ("Program", Major ID, Degree vs Intended Major), many irrelevant fields on layout (web links and website, Tech ID and Star ID, etc), layout organization unclear, HS Grad Year and High School fields don't exist, Mogli component not there, Account Engagement fields and component not there
  - Over 200 "Anonymous Leads"
  - Lead Assignment rules are not being triggered so records not assigned to correct staff member
  - Lead Assignment uses only Queues, many Queues do not an active staff members assigned to them
  - Nearly 4500 records do not have Term value
  - Many blank values for "Lead Source"
  - Lead Conversion process is not automated when a person applies/Contact exists
* Contacts
  - Page layout issues – no visibility to related objects, Mogli component not there, Account Engagement fields and component not displaying, etc.
  - Record Type issues (duplicate values, categories are not mutually exclusive), no rollup summaries for registered terms, holds, application terms, cohorts)
  - Account model issues (mix of Administrative and Household)
  - Application data is sparse/unusable

Items We Saw in our Evaluation of Your Salesforce Org that need to be addressed – Student Success and Marketing

* Accounts
  * High School records do not have a Type value, no CEEB code, no address, etc.
  * Not all High Schools have Account records
  * Record Type issues
* Registration Status object and data questions
* No Term records
* Only one Student Success Template exists
* Student Success Plans don't exist
* Student Success portal does not have any data, no available portal licenses, looks like no user has ever been inactivated
* Many users are System Administrators
* Account Engagement
  * Over limit for number of Prospects

Foundation Partners, LLC 22 records in MCAE that are not in Salesforce (sync issues)

What We Saw in our Evaluation of Your Salesforce Org – Recommended Functionality Does Not Exist

* No Campus Visit module
* No custom Duplicate Rules
* Engagement Programs for communication with applicants and current students do not exist in Account Engagement
* Automation of personal interactions/phone call tasks does not exist
* Document/Letter Generation functionality does not exist
  * Here is a link to an Apsona letter generation demo we did for Minnesota State schools, it starts at the 28:30 mark of this video

ation Partners, LLC

10/24/24
Created user account for Foundation Partners to evaluate our environment and provide cost proposal.
10/24/24
Reached out to Salesforce for setup help. Referred to Foundation Partners. They have helped *11 other campuses in MN State with Salesforce setup*. Initial meeting to discuss clean up and refresh to get up and

running. (meeting included: Salesforce, Foundation Partners, Stephanie LeDuc, Sara Johnson, Heidi Kippenhan, Chad Sperling, Bree Dronen, Mindy Rist and Amanda Hoglo)

10/11/24

IT given ADMIN accounts to Salesforce. Created a group to push out a Desktop shortcut to Salesforce for all members. Also enabled SSO so users could login with their starID username and password.

10/3/24

Follow up from Chad…

 The side of Salesforce that needs the absolute most attention is the student success side (admissions). The information and contacts I've provided are specifically geared towards that aspect of our work. The front end, including lead generation, drip campaigns, prospect communication, texting, and reporting, has been functioning well from the start and doesn't require immediate attention. It has great potential for enhancements, but that work will fall under the target recruitment/marketing group. I'm aiming for that to be that team's next big project, which will come after we have the admissions side of Salesforce up and running smoothly.

1. Originally, I received the requests and communicated with folks requesting accounts. Jeff took over the communications, but I still managed accounts (adding/removing).
2. I create accounts (Jeff would communicate with requestors.)
3. I had heard this happening, but I never heard who was having these issues. Some of this was due to how Jeff was attempting to set up accounts. Sometimes, this is a simple user error, such as not using the proper login URL. Other times, it's a new employee onboarding issue that only SF support can fix.
4. This I don't know. I wasn't on that work group team. (Brian H led that admin group.) The contacts I provide below should be able to answer that question though.
5. It's browser-based. Here is the URL I have folks bookmark: https://northlandcommunityandtechnicalcoll.my.salesforce.com/
6. See attached. Again, these are focused on the Student Success side of SF.
7. See below. I know they've had retirements and turnover, but these were my Student Success side of SF contacts.

bobby.kurbat@servioconsulting.com
amy.brown@servioconsulting.com
chris.collins@servioconsulting.com
kristi.brown@servioconsulting.com

From: Hron, Stacey L <stacey.hron@northlandcollege.edu>
Sent: Thursday, October 3, 2024 9:29 AM
To: Sperling, Chad A <chad.sperling@northlandcollege.edu>
Cc: LeDuc, Stephanie L <stephanie.leduc@northlandcollege.edu>
Subject: Salesforce

Hi Chad, in our Salesforce breakout session yesterday we came up with some questions. Do you have answers to any of the below?

1. Who do people contact if they want access to the system?
2. How are users created and who creates them?
3. Some people have user accounts but can not log in…who do we contact?
4. How many user licenses do we have?
5. How do you access Salesforce…is something installed, link, etc?
6. Where are the training materials we were provided?

7. Do you have a contact at Salesforce?

10/2/24

SEM Salesforce breakout session. Users in the group reported they could not login and didn't know how to access Salesforce.

13 Proposals will be Continued Into Fall 2025

College-wide Shared Governance Councils: FY 25 Carryforward Proposals To Complete in FY 26

Submitted by:	Date 1st Proposal	Date 2nd Proposal	Proposal Topic:	President Decision	Date of Completion
Julie Fenning	9/12/24		College Events Web-based Calendar Tool -	Approved	Chad - Update 8/13/25 The new calendar tool is ready for launch. It will be finalized the end of August. We are waiting for the vendor to fix a display issue.
Julie Fenning	9/12/24	2/14/25	Faculty Caring Campus	Approved	Workgroup in process of developing employee handbook first draft to be reviewed at council in October 2025
Linda Samuelson	10/25/24		Maintenance of Faculty Handbook	Approved	Workgroup in process of developing employee handbook first draft to be reviewed at the College Council in October 2025
Linda Samuelson	10/8/24		Research into 8-week scheduling for Liberal Arts Program	Approved	Workgroup to be led by new Liberal Arts and Pathways Dean Fall of 2025 - updated 8/14/25
Lisa Bottem	10/30/24		Consumer Information Review and Workgroup	Approved	Convened a group in December of 2024. With input from group created a webpage. The webpage is in final draft format.
Clinton Castle	11/25/24		Combine student use room and sensory room on both main campuses and rename to wellness room. EGF wellness room will be located where current sensory room is (room 140. TRF wellness room is recommended to move to room 255b in the Library.	Approved	Clinton - need update
Shari Olson	12/9/24		Naming Women's Locker Room after First Women's Coach and Athletic Coordinator/Director	Approved	Shari will work with Shannon Nelson to select a date and organize the event for fall 2025.
Julie Roisland	12/24/24		Streamline Test Out/CPL Process	Approved	Update 8/14/25 The form has been updated and the fee adjusted. Registrar is working on implementation of MyCPL.
ADawn Nelson	1/26/25	1/26/25	CTE Nomenclature	Approved	Update 8/12/25 Project for new CTE Dean to work with departments and marketing to engage faculty/staff in creation of CTE marketing tools
Joe Griffin	2/19/25		6 Signs identifying Training Programs above garage doors on eastside of campus in TRF	Approved	Update 8/12/25 Marketing creating a design for both campuses. Update - 8/13/25 Chad, Clinton and Shari discussed a redesign that supports college-wide signage system. EGF also has buildings in need of updated exterior signage, we're working on a unified, branded design system to ensure consistency across all campuses.
Justin Berry	4/16/25		Update and Improve EGF disc golf course signage	Approved	Update 8/13/25 Chad collaborated with Justin Berry on designs of new signage for EGF disc golf course. Justin currently finalizing GPS coordinates for each hole, which will be sent to the vendor for production and mapping.
Caleb Curfman	4/25/25		Student Achievement Day	Approved	Caleb will provide an update on committee and timeline Fall Semester2025.
Kirsten Michalke	5/1/25		International Flags at EGF and TRF Campuses	Approved	Advancing Equity Committee will develop recommendations Fall Semester 2025.

Affirmative Action Update – September 2025

TEMPORARY SUSPENSION of the Monitoring the Hiring Process

The suspension of the MHP requires HR to make adjustments to some of their business processes to be sure they comply with the key points below.

Key points:

1. Affirmative Action Reviews may still occur by the campus AAO, however, the AAO **may not offer recommendations** on who should be added to interview based on the results of their underutilizations as indicated in their affirmative action plan.
2. Campuses should halt submitting the monitoring of the hire process electronic form for all positions filled, classified or otherwise.
3. Campuses using the Pre-hire Justification Form need to halt.
4. Quarterly reporting from campuses of affirmed and non-affirmed hires will halt until further notice.

Questions asked from participants:
- Should campuses continue with the implicit bias training required for search committee members? **Yes, at this time, it is ok.**
- Can search committees still be asking interview questions around whether or not individuals have any experience working with DE & I initiatives? **Yes, it's still ok.**
- Some classified positions have a min qual requirement that the applicant has experience working with diverse groups of people. Do we need to remove this as a min qual from PD's (position descriptions)? **No. Not at this time.**

FYI - Information about ongoing initiatives that are developing.

Project: *National Center for Autonomous Technologies (NCAT) Workforce Development Collaboration*

Key Partners (Background):

- **Northrop Grumman:** (Major Industry Partner in Grand Forks Region with Workforce Sites throughout the Country)
- *Desire for Northland/NCAT to train and integrate Northrop Grumman's-Aeronautic Systems Training for Advanced Refinement (ASTAR). ASTAR is the Northrop Grumman internal training and certification program. Potential Northland WDS customized training for existing employees. Interest in NG employees working toward civilian certifications (Airframe and Powerplant, Composite, Electronics) using their employer educational benefits EdAssist program.*

- **IACMI:** (Manufacturing USA Institute)
- **Has committed $215K** to Northland to enhance STEM outreach for Aerospace Composites Training. Has communicated interest in investing **an additional $185K** into Northland/NCAT for a workforce development initiative with an industry partner.

- ***Association for Uncrewed Vehicle Systems International (AUVSI)*:** (Largest Non-Profit Dedicated to Advancing Autonomous Technologies - Under Contract with Northland/NCAT for Strategic Communications)
- Has proposed establishing a new 501.c.3 Industry Workforce Investment Board

- **NCAT/Northland CTC:** Technician Education in Aviation Maintenance and Autonomous Technologies
- Establishes standardized training and certification program at Northland, informed and validated based on industry skillset and competency requirement. Once validated NCAT can help connect to colleges in 4 geographically dispersed locations where Northrop Grumman has larger workforce needs. Colleges could adopt and integrate a fully vetted curriculum that has been established and piloted at Northland. NCAT's mission is to support schools throughout the nation to advance programs in autonomous technologies and transportation. NCAT can help schools connect to federal funding (NSF ATE and Manf USA) resources to support capacity building at various locations.

- **Impact Allies:** (Northland/NCAT Strategy Consultant for Grant Development)
- **Supporting Northland on $4 million (4- NSF ATE Grants) that will be submitted October 2 2025**. They are also helping to support the Northland business office/grant support team and taking workload off the plate to increase bandwidth and develop more robust grant support structure integrated across Northland. This should help create many efficiencies and identify proper resources based on strategic plan.

- **NSF Program Officers:** (Interest in Compounding Workforce Investment Resources)

Summary Purpose and information sent to team to establish next meeting:

*This will be a conversation to discuss the potential for a significant workforce development collaboration with the **National Center for Autonomous Technologies (NCAT)** and its partners. Specifically:*

- *__Northrop Grumman__ has partnered with Northland Community and Technical College (Northland), NCAT's host institution, on training and certification related to their Aeronautic Systems Training for Advanced Refinement (ASTAR), an internal Northrop Grumman training and certification program.*

- *__The Institute for Advanced Composites Manufacturing Innovation (IACMI)__, a part of Manufacturing USA, has partnered with Northland/NCAT, to advance the IACMI advanced composites footprint in Minnesota. IACMI is interested in making additional investments into a workforce development initiative, which could align with Northrop Grumman's Grand Sky site training needs. Additionally, Northrop Grumman is a member of IACMI.*

- *__The Association for Uncrewed Vehicle Systems International (AUVSI)__ has engaged NCAT (PI Beck) to represent 2-year Community and Technical Colleges as a part of a strategic workforce development initiative they are launching. The potential partnerships between Northrop Grumman, NCAT, Northland and IACMI, could represent a model example of the types of initiatives AUVSI envisions through the launch of the strategic workforce development initiative. This includes a focus on many recent activities and conversations including, the Executive Order released June 6th, "Unleashing American Drone Dominance", building back the industrial base for advanced transportation programs, and reshoring manufacturing.*