

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: December 1, 2022

Location: Zoom

Time: 10:00 a.m. – 12:00 p.m.

Present: Sandy Kiddoo, Jodi Stauss, Brent Braga, Dorinda Sorvig, Jeff Pool (for Curtis Zoller), Stephanie LeDuc, Mary Amundson, Linda Samuelson, Jeff Bell, Adam Paulson, Lynette Neppel, Tracy Boman, Trisha Stromsodt, Lisa Olson, Caleb Curfman, Don Fischer (for Erin Bulger), Jen Dahlen (for Justin Berry), and Julie Fenning (recorder).

Absent: Tim Gabor, Erin Bulger, Curtis Zoller, Justin Berry

Topic	Responsible Party	Discussion/Outcome
Call to Order	Sorvig	Meeting called to order at 10:01 a.m. Additions to Agenda: Old Business: None New Business: Updates – Administration, Committees – MSCF
OLD BUSINESS	ITEMS	
Personnel Update	Kiddoo	<p>Dr. Kiddoo gave an updated on the following positions:</p> <ul style="list-style-type: none"> GRW EGF – New position has been posted due to Bob Gooden's retirement. Clinton Castle will assume the director responsibilities for both campuses. HR Technician 1, Previously posted as a temporary, part-time position. Since the resignation in the position this position has been posted as a full-time position. The HR Tech 2 (assistant director of HR) will be housed on the EGF campus. Rachel Larsen starts next week. Grants Accountant – Sierra Anderson (formerly account clerk senior) has accepted this position. Enrollment Specialist – Amanda Walton has started in TRF Student Success Advisor – this search is in progress Admissions Coordinator – Bree Dronen has started in EGF Counselor – HR has extended the search and is expanding the marketing of the position. Health Simulator Lab Technician – offer is in progress GMW TRF– Garrett Hoglo has accepted this position GMW EGF – this position is still open Vice President of Administrative Services – This search is in progress. Dr. Kiddoo is working with Bill Maki, Senior Vice Chancellor of Finance at the system office, and the CFO from Moorhead on assistance with high level finance operations. Director of Business Office – This position will be posted as soon as the new Vice President search is complete, as Dr. Kiddoo would like that person to have input in selecting this person. Northland will contract with Brenda Bruggeman to work part-time for up to six months while this search is completed. Account Clerk Senior position will be posted soon. Colleen Kukowski is back part-time. Sarah K back filled Colleen's position and we have extended her assignment to continue to help in the business office.

		<ul style="list-style-type: none"> ▪ New Positions – Due to the failed search for the chief strategic officer position, Dr. Kiddoo will be using those funds for two new positions. Academic projects coordinator – This person will help with coordinating program sustainability, program review, back up data entry for the scheduler, as well as high level administrative support for academic leadership and faculty, especially with the new requests around marketing and recruiting. Faculty provided input on what is needed for faculty support and are encouraged to send any additional ideas to Dr. Kiddoo or Jodi as this position description is being finalized. The second position is a Director of Athletics and Student Life. There was no additional discussion on this position. <p>Faculty requested details regarding the vacant Director of Enrollment position. Jeff shared rationale behind moving part of that role to Ben Hoffman and his plans to post a registrar position. Due to short staffing, that plan has not been rolled out yet. The goal is to realign roles that make the most sense for the department and see a cost savings.</p>
Faculty Layoffs (reports used for reduction decisions)	Stauss/Tamaalii	Faculty do not believe the reports used by administration when determining layoffs showed the whole picture and that the two layoffs should be rescinded. Faculty requested raw data to review. ACTION: Katlyn will share the raw data with faculty leadership to review the data used and discuss which data points they feel are missing.
Spring 2023 Class Schedule Update from Small Discussions & Fall 2023 Schedule	Stauss	<p>Jodi provided a brief update on the open sessions she had with faculty. Several ideas were generated including updates to the course notes and media codes. There is a big push to educate students on eServices and filtering for classes. It was suggested to have a new student orientation before the students register for classes.</p> <p>Feedback from the sessions Stacey Hron hosted regarding the flexible learning classrooms included adding printers in rooms, scanners, lock boxes, and adjusting timing with NETS on start and end times. ACTION: Stephanie will add a session to in-service for time with IT and faculty who teach in these classrooms. The goal is to have equipment purchased and installed and ready for fall semester.</p> <p>Faculty are extremely concerned about the fall 2023 academic schedule. It is currently a month behind schedule. Faculty offered to help work on the schedule. ACTION: Jodi will enlist the help of Linda and Jeff for the scheduling. It was also suggested that schedule review, among other time to solve problems be the focus on the in-service agenda.</p>
Budget Questions	Kiddoo	Dr. Kiddoo had provided faculty with a budget report. Faculty had three additional questions; ACTIONS: How much did the following activities cost Northland: MOA project - \$50,000 (positive), Open Houses – Dr. Kiddoo will research and respond, and the Wisconsin Trip – Dr. Kiddoo will research and respond with the data. Faculty asked if all employees could have access to all cost

Financial Aid for Non-Bookstore Purchases	LeDuc	<p>centers on Accounting on the Web. ACTION: Dr. Kiddoo will research and respond. Dr. Kiddoo offered to meet with interested faculty to review financial data. ACTION: It was determined that Julie will schedule a Fiscal Committee meeting and open it up to interested faculty.</p> <p>Stephanie did not have an update. She will be working with the Business Office and provide an update at the next meeting.</p>
NEW BUSINESS	ITEMS	
Spring 2023 In-Service	LeDuc	<p>Stephanie gave a brief overview of the agenda for the in-service on January 4th at 9:00 a.m. There will not be a Zoom option, all faculty are expected to attend in person on the Thief River Falls campus. It was discussed that this in-service would be more focused on current issues. It will be a chance for faculty to work together to brainstorm solutions to challenges that Northland is currently facing, including the academic schedule. Faculty requested a hot meal for in-service that accommodates those with dietary restrictions. ACTION: Julie will work with Ladora on alternative options. Dr. Kiddoo requested input on the President's message for in-service. An idea suggested was to share what her goals were and what are they now and for the next six months.</p>
ITV survey results	Kiddoo	<p>ACTION: Dr. Kiddoo will email the survey results to the group.</p>
Student Affairs updates	Pool	<p>Jeff provided an update on Student Services. Amanda Walton has been hired for the enrollment specialist and Bree Dronen has been hired for the admissions coordinator position. Other positions are still in progress. Salesforce has been a challenge, but they were able to create prospect lists, which will be sent to faculty automatically going forward. If you want anything additional on the prospect lists, please contact Jeff. These are for faculty to use however they wish, recruiting and admissions staff are reaching out to these students as well.</p> <p>The search for a new counselor has been a challenge. In the interim, Jeff shared that he has contracted with BetterMynd, a counseling service for students, until a full-time counselor can be hired. This is not for students who are in a crisis, but for general counseling sessions. Please continue to send students to the front desk in the event of a mental health crisis. The deans will be contacted to assist.</p> <p>While they were extremely proactive to get various groups of students registered for spring, enrollment is still behind what it was same time last year. There are several students who have not registered who have financial holds on their accounts. Student services staff are reaching out to those students now.</p> <p>Administrator on Campus – ACTION: Jeff will work with the front desk employees to populate a calendar where all employees have access. ACTION: Dr. Kiddoo will follow up with the <i>Important Numbers</i> flyer posted on each instructor station, and make sure the admin line is included. Faculty are encouraged to have the admin line programmed into their cell phone. Faculty requested that each classroom have a telephone in the event of an</p>

Biennial Budget Advocacy	Kiddoo	<p>emergency. ACTION: Dr. Kiddoo will connect with Stacey regarding a quote.</p> <p>The system office is requesting individual colleges gather letters of support from local business and community leaders for the \$350 million biennial budget request to the legislature. The system office will also be hosting breakfasts for colleges to invite legislators and community leaders from their area to share details about the budget request. The breakfast for Northland is scheduled for January 31st at St. Paul College.</p>
End of Semester Activities	Kiddoo	<p>There will be a holiday potluck the week of finals. Dr. Kiddoo requested input on the best days to schedule. Faculty felt if it was over a longer timeframe, everyone could participate if they wanted. ACTION: Julie will schedule the potlucks over the lunch hours. (11:30 a.m. – 1:00 p.m.)</p> <p>Dr. Kiddoo requested input on fun holiday engagement activities for students and employees. Faculty felt that the potlucks were sufficient this year due to everyone's busy schedules. Jeff shared that Student Services will be creating a Student Support Wall. They will have supplies available for faculty and staff to create messages of encouragement to students during finals week. ACTION: Jeff will send an email out with details. It was suggested to also provide water, fruit, and granola bars to students during finals week. ACTION: Jeff will work with Student Services staff to provide these items.</p>
Committees	Sorvig	<p>Faculty requested an update on college committees. Dr. Kiddoo shared that due to the short staffing this past fall, she put the committee work on hold until January 2023. ACTION: Julie will schedule all committee meetings for FY23. Faculty also stated that there are several meeting minutes missing on the website. Faculty appreciate the minutes as they use them to keep abreast of the happenings at Northland. ACTION: Julie will focus on uploading the President's Cabinet and Leadership Action Team minutes on the website.</p> <p>Faculty members on the Appeals Committee have not been contacted regarding any appeals since Kelsy Blowers retired. ACTION: Jeff will have Ben Hoffman reach out to the committee.</p>
Updates	Kiddoo	<p>Community Advisory Board – Dr. Kiddoo is reinstating the former community advisory board as the new Northland President's Advisory Council (NPAC). She has created a membership list made up of business and community leaders, in multiple sectors, across northern Minnesota. This will be a college-wide group, which will meet via Zoom. The first meeting will be scheduled in January. Faculty had representation on the former board and requested to be included in the NPAC. ACTION: Dr. Kiddoo will connect with the faculty presidents regarding faculty participation on the NPAC.</p> <p>Northland Works – The Northland Works website has gone live. This initiative came about after several requests from businesses for students for their workforce and from students who need</p>

		<p>tuition assistance. Employers can add themselves to the website where students can then see which employers pay for tuition. Then employers can make connections with these students. Kristianne Boroski in Workforce Development Solutions (WDS) is taking the lead on this initiative.</p> <p>NCAT Update – Jon Beck presented to the Board of Trustees on the Mall of America Experience STEAM project. It was very well-received. NCAT’s work is nationwide and good publicity for Minnesota State and Northland. This big initiative will be hosted every other year, with heavy involvement by the system office, and with NCAT taking the lead. They are currently looking for new grant opportunities to support this work. ADawn Nelson is also doing great work with coordinating hands on STEM activities with faculty for a variety of audiences, supported with Perkins funding.</p> <p>Grants – Dr. Kiddoo provided updates on several grants in progress and proposals that have been submitted:</p> <ul style="list-style-type: none"> • Minnesota Department of Health (long-term care facilities, marketing resources) Should hear early December. • Two with NSF (VR/Biology) – one where Northland leads and one where we are a partner – Proposals submitted. • Distance Minnesota ICAN grant (to expand OCHS in English and Math) – Grant received by Distance Minnesota • Also looking for funding streams for equity and inclusion programming in the communities. (Hosting educational series for the community on Nicaraguans) Kirsten Michalke is talking with Northwest Minnesota Foundation to see if a viable idea. <p>TRF Student Senate – Dance planned for February 8th.</p> <p>Foundation Housing – With several empty units, Lars has been working with employers in the area to house employees.</p> <p>Student Information Sessions – Will schedule next semester.</p> <p>Enrollment Numbers – There is currently a glitch with discrepancies between ISRS data and the reports in PowerBI. Katlyn is working with the system office to fix. ACTION: Katlyn will send out new numbers as soon as they are confirmed.</p> <p>New Website – Launching December 20th. Faculty requested a meeting to provide input on the landing page for eServices. They will need to update their course syllabi with the new links prior to break. ACTION: This topic will be added to the meeting with division chairs and Chad Sperling. Dr. Kiddoo will provide an update on Canva at the next meeting.</p>
	Pool	<p>SalesForce – The new CRM has been reconfigured and training is scheduled. Jeff is looking to roll out to faculty in the spring. Any faculty interested in piloting the program, please email Jeff.</p>
	Pool	<p>Linked-In Learning – Student Services is loading all students into the program. There is also a staff module to use. Connect with Jeff if you are interested in trying it out. ACTION: Jeff will email employees about this program.</p>

