

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: January 25, 2023

Location: Zoom

Time: 2:00 p.m. – 4:00 p.m.

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

Absent: Tim Gabor, Erin Bulger

Topic	Responsible Party	Discussion/Outcome
Call to Order	Braga	Meeting called to order at 2:03 p.m. Additions to Agenda: Old Business: None New Business: None
UNFINISHED BUSINESS	ITEMS	
Budget Questions	Kiddoo	Dr. Kiddoo provided and update on the expenses from the two open houses and the strategic plan benchmarking trip to two colleges in Wisconsin as requested by faculty. No additional discussion was held.
Personnel Update	Kiddoo	<p>Dr. Kiddoo shared the status of the open positions.</p> <ul style="list-style-type: none"> ▪ Counselor-remains open ▪ Director of Financial Operations - Reposted ▪ Registrar- Committee has begun work. ▪ Chief Financial Officer-Target Date to repost-Feb 1, working with an executive search firm ▪ Vice President of Academic and Student Affairs- Target Date to repost-Feb 1, working with an executive search firm ▪ Enrollment Office Coordinator-TRF – Committee has begun work ▪ OAS Senior-EGF- Pending ▪ Dean of Liberal Arts, Online, and Transfer - Target to Post 02/03/23 ▪ Academic Projects Coordinator* ▪ Director of Student Life & Athletics* Internal - Committee Reviewing ▪ Business Office Acct Clerk TRF* Internal - Closed ▪ Temporary OAS-Academics, part time* ▪ NCAT-Equity & Inclusion Communications Director - Posted <p>*New positions</p> <p>Coming Soon Director of Enrollment Services Customized Training Representative Surgical Technology Faculty UFT Paramedic Faculty TFT AD Nursing faculty UFT</p>

<p>College Initiatives Update</p>	<p>Kiddoo</p>	<p>PNSG Nursing Faculty UFT Respiratory Therapy UFT ADJ/TPT Computer Networking Faculty ADJ/TPT ARCH Faculty</p> <p>Additional updates included:</p> <p>Marketing will now report to Jeff Pool, Dean of Student Affairs. Safety will now report to Clinton Castle. If Clinton is not available, contact Bryan Berger in East Grand Forks and Robbi Brateng in Thief River Falls.</p> <p>Academic Projects Coordinator – Discussion was held on the duties of this position. This position will also provide some support for faculty. Faculty wanted more details regarding what support will be provided. ACTION: Stephanie will review the position description for details and provide an update at the next meeting. There are staff in the business office to help faculty with purchasing. Faculty requested a reminder regarding where they can receive assistance for purchasing. ACTION: Dr. Kiddoo will connect with Stacey Hron on the process and communication to faculty. Discussion was held on support needed in ITV classes, as well as issues with the technology. ACTION: Dr. Kiddoo will connect with Stacey Hron to address.</p> <p>Dr. Kiddoo provided an update on several initiatives in progress:</p> <p>Northland Promise Program – Dr. Kiddoo has been working with the Foundation to create this program at Northland. The Foundation has not been very receptive to the concept, so more discussion is needed. This program does not affect student financial aid.</p> <p>Northland Works is up and running. Kristianne Borowski is coordinating the project. She is currently working on onboarding employers onto the website for students to see scholarship opportunities and tuition assistance programs from employers. This initiative has increased enrollment in the EGF campus mechatronic program. We hope to see this in other programs as well. Faculty noted that Northland Works was difficult to find on the website. ACTION: Dr. Kiddoo will connect with Chad Sperling on this item and have it placed in a prominent location.</p> <p>Emergency Grants – The Foundation board put forward funds to start this program for students who are faced with unplanned emergency situations that could prevent them from completing college. There is a process in place for awarding these grants for students in need. If you have a student facing an emergency (gas, rent, car repair, etc.), reach out to Jeff Pool or Lars Dyrud. Dr. Kiddoo also noted that some of the proceeds from the Northland Coffee will go to this account. These grants do not affect student financial aid.</p> <p>GF Career Impact Academy – Northland has worked closely on this project with the Grand Forks schools. Brian Huschle, initially,</p>
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Spring 2023 Class Schedule	LeDuc	
Financial Aid for Non-Bookstore Purchases	LeDuc	This item will be added to the Beach until we have Business Office staff to work through this process.
NEW BUSINESS	ITEMS	
Facilities Master Plan, Capital Bonding, & HEAPR projects Update	Kiddoo	<p>Minnesota State colleges are required to create comprehensive facilities plan every five years. Northland's plan is currently out of date by one year, as we delayed it last year so we could focus on developing our new strategic plan. The purpose is to plan out the facilities needs of the college, as well as future bonding projects. This will also align with any internal projects that are needed. We will be sending out surveys soon to gather feedback from students, employees, and community members. There will be questions regarding sustainability, as there may be separate funds available for this purpose.</p> <p>The system office is currently testifying before the legislature on the current list of capital bonding projects. Northland has a project (Effective Teaching and Learning Labs – EGF) at number nine on the list. We are hopeful we will receive funding for that project. Dr. Kiddoo will provide updates as they become available.</p>
Faculty RCE Work	Braga	Faculty offered to help with projects as they are aware of the turnover, capacities, and workloads of our current administration. Dr. Kiddoo worked with the administrators to create a list of projects. There have been several faculty who have accepted RCEs for various projects presented. Faculty leadership asked

<p>2024–2025 Academic Calendar workgroup</p>	<p>Braga</p>	<p>about the status of the projects that were not accepted. Dr. Kiddoo shared that the others listed will be completed by current administrators or put on hold.</p> <p>Brent shared that it was time to begin working on the 2024-2025 academic calendar. ACTION: Sheri will connect with Brent and Dorinda to start the process. Members should include Brent Braga, Dorinda Sorvig, Sheri Hutchinson, Lisa Bottem or Jeff Pool (registrar), and Michelle Benitt. If anyone wishes to participate, please contact Brent or Dorinda.</p>
<p>Budget update (share most current budget)</p>	<p>Kiddoo</p>	<p>Dr. Kiddoo provided a budget update on the January submittal to the system office. In October, we had submitted a budget that projected a roughly \$2.8 million deficit. Dr. Kiddoo updated the budget document to reflect several academic reductions seen due to reduced offerings of low enrolled courses, as well as savings in personnel due to several employees leaving mid-year. The budget that was submitted in January is roughly a \$931,000 deficit. The final budget will be submitted in May. Discussion was held regarding the fund balance, which is currently at approximately \$12 million. Dr. Kiddoo shared that this is a very healthy fund balance.</p> <p>Faculty questioned who is doing the budget work and who is overseeing the work in the absence of a CFO. Dr. Kiddoo shared that Brenda Bruggeman is still is doing some high-level items for the college. Stacey Hron is currently supervising the business office employees and has been given authority for signing the larger contracts. Dr. Kiddoo is also working with Bill Maki and Steve Ernst at the system office on the budget process. The 2024 budget request process is now open and closes February 24th. Dr. Kiddoo and the President's Cabinet will begin working on the budget for next year. ACTION: Faculty requested Dr. Kiddoo email the budget document to the SGC.</p>
<p>Marketing and Recruiting updates</p>	<p>Pool (guest)</p>	<p>Jeff provided an update on current recruiting and marketing activities. He has scheduled a day in EGF and TRF for his staff to tour the academic programs and meet with faculty to learn more about each program to be better able to advise students. Next fall, he will be working with Katlyn Tamaalii (IR Director) and marketing to track the outcomes of these changes. Right now, we are up 112% in applicants, compared to last year at this time. His goal now for his team it to work on converting these applicants to registered students.</p> <p>Katlyn will be sending out all prospect lists in the future. Feel free to contact Jeff or Katlyn with any questions about these lists.</p> <p>Faculty groups have been going to local high schools with recruiting to share information about their programs. Jeff has heard great feedback from schools, faculty, and Nic Thompson about these interactions with high school students. Katlyn has the report which can pull which programs students showed an interest. ACTION: Jeff will send that out to the group as well. Faculty asked if Jeff has reviewed course delivery methods with advisors to be sure they are educating students and helping them</p>

Emeritus Status	Kiddoo	<p>make the best choice for themselves. Faculty requested that Jeff schedule a meeting for liberal arts faculty to help advisors with explaining these different delivery modes to advisors, so they can better advise students regarding courses.</p> <p>Faculty want to reach out to students as well. Jeff shared that he is working on a process for his staff to connect with students and does not want to over connect with students. The new CRM Salesforce can include notes so faculty can also participate in reaching out to students. This will allow the advisors or faculty to know how many times the student was contacted and by whom.</p> <p>Faculty requested that the pathways list be shared with all faculty, and the contact person should be updated on the website. Liberal arts faculty also requested that Jeff invite them on high school visits.</p> <p>Social Media – Faculty shared that they are happy to see more social media posts, but that there have been a couple instances where a typo was made. Jeff asked everyone to send Chad, Tracy, or himself an email if a typo is found so that it can be corrected immediately. He has addressed this concern with the affected employees.</p> <p>Dr. Kiddoo announced that Jodi Stauss was nominated and accepted for Emeritus Status. Dr. Kiddoo reminded faculty about the current procedure in place which allows all employees to nominate their colleagues for this honor.</p>
REPORT AGENDA ITEMS		
ON-GOING	ITEMS:	
Policy/Procedure Budget Update MN State Update	Kiddoo	<p>None. Discussed above.</p> <p>Dr. Kiddoo and Lars Dyrud will be attending a legislative breakfast next week to meet with legislators. There is an updated booklet that outlines what it would look like for Northland if funded at \$350 million. An estimated, \$2.3 million would be Northland's stabilization portion of the \$350 million ask.</p> <p>The system office conducted another economic impact study of the system and Northland separately. We have sent a press release to our media outlets.</p> <p>Dr. Kiddoo has been talking to the Chancellor about concerns faculty have expressed to him about Northland. Northland will be conducting the PACE climate survey this spring and bring in an external consultant to assess and recommend approaches for the college to address and strengthen the way we work together.</p> <p>The system office is currently working on the search for the next Chancellor and next year's budget work. They are hoping to have budget information in March.</p>

MSCF Update	Braga/Sorvig	The MSCF day at capital is scheduled for February 2 nd . There will be faculty from each campus attending.
Org Chart Update		Discussed above.
Off Record		Short discussion was held.
Adjournment		3:57 p.m.