

MEETING MINUTES
Leadership/Supervisors Meeting
Wednesday, December 17, 2025 – 1:00pm – 2:30pm

Attendees:

X	Anita Hanson	X	Erica Gelo	X	Jesse Stirewalt	X	Nicole Kneeland
	Bret Busakowski	X	James Eisenhauer	X	Jessica Huber	X	Sara Montgomery
X	Courtney Edwards	X	Jason Schneeweis	X	Kelly McCalla	X	Stephanie Untiedt (minutes)
	Courtney Kowalczak	X	Jeannie Kermeen	X	Lori Driscoll	X	Taylor Warnes
X	Damien Paulson		Jeff Tibbetts	X	Tuitasi Fonoti		

Items for Discussion:

Since November’s meeting was cancelled, today’s meeting will be a training session and a regular meeting with items to be discussed.

1. Training Presentation by Nicole (Nicole)
 - a. Nicole presented an informational presentation on “Relational Leadership”. If you would like more information on the presentation please see Nicole. Great job on the presentation with group activity.
2. Marketing Updates (Taylor)
 - a. Taylor presented a slide show of marketing items that are coming up along with a marketing standards discussion. Questions, see Taylor.
3. Respect (Lori)
 - a. Lori displayed a presentation, that is also located in the Leadership Teams site if you want to review it again to share with your work team at a meeting.
4. MN Paid Leave (Lori)
 - a. Lori displayed a presentation, that is also located in the Leadership Teams site if you want to review it again to share with your work team at a meeting.
5. Miscellaneous Leave (MSL) Paid Leave (Lori)
 - a. If you or your staff member requested time off and campus is closed, must remain as that time off and cannot change to MSL. Please remind your work team of that and if you have any questions, please see Lori.
6. Performance Reviews (Lori)
 - a. These are to be done prior to the annual start date of your work team member. HR needs to have the original signatures returned to them for files. Questions, see Lori.
7. Record Retention Policy Approval (Damien & Kelly)
 - a. Policy committee is to review policy changes, to be put out to campus for 2 weeks, then will be presented to this group.
 - b. Next policy to go out is the Campus archive record retention policy.

8. 2026 Meetings (Anita)
 - a. Calendar invites have been sent to this group. Continue the first Thursday of the month and alternate training and regular meeting. Each month you will need to complete your work group report out. Please review and share with your work team. Next meeting for this group will be in February as January is busy with Duty Day, start of the semester, etc.
9. Next Gen Student Updates (Damien)
 - a. A group of people attended a day long virtual demonstration. Will be really great when it's up and running. A townhall meeting will be in February for anyone who wants more information on it.
 - b. System office is looking at CRM demos and will make a decision in the coming weeks.
10. Report Out Document
 - a. Please review the December Happenings and complete January and February for the February meeting.
11. Other
 - a. No additional information provided.
12. Next Meeting:
 - a. February will be a Training meeting.
 - b. The blank January and February Happenings documents are in the 2026 Teams folder for your use.

Next meeting: Thursday, February 5th