

President's Cabinet

Tuesday, November 8, 2022

9:00 a.m. – 12:00 p.m.

Zoom

MINUTES

Present: Sandy Kiddoo, Jodi Stauss, Michelle Benitt, Curtis Zoller, Stephanie LeDuc, Shamani Shikwambi, Jeff Pool, Stacey Hron, Katlyn Tamaalii, and Julie Fenning (recorder).

Absent: Lars Dyrud, Chad Sperling

1. People

- a. **Positions** – Michelle gave an update on the status of the open positions.
- b. **Holiday Coverage** – Michelle will create a calendar listing the manager on each campus. Please have your vacation entered on your personal calendar by December 5th.
- c. **New Position – General Repair Worker - EGF Campus** – With Bob's departure, this position is needed. Approved to post position.
- d. **Bookstore Staffing** – Sarah's appointment will be ending. With Colleen's return to work part-time, Sandy is requesting an extension of appointment. Approved.
- e. **Athletics Coordination** – Discussion was held regarding restructuring athletic coordination since one co-coordinator has resigned. **ACTION:** Jeff will research different options.
- f. **Academic Coordinator** – Discussion was held regarding revisiting this position. **ACTION:** Jodi will work on a position description for this group to review.
- g. **MSCF Sabbatical** – Clarification on the process for approval and signatures. **ACTION:** Jodi and Michelle will meet to determine the process.
- h. **Counseling** – This position has not been filled at this time. Jeff has found a temporary, alternate solution for student mental health needs. BetterMynd. This is not an emergency line; but counseling sessions. Approved. Kari and Theresa conducted training for Mental Health First Aid for several supervisors. Will look at training more staff as needed.
- i. **Vex Robotics Volunteers** – We need volunteers for the event on Saturday, December 3rd. Supervisors can work with their direct reports regarding options.
- j. **Sexual Violence Training** – We are currently noncompliant in campus sexual violence training for students. Currently only 5% of students have completed the training. Discussion was held regarding implementing holds on accounts until the training is complete. **ACTION:** Ideas generated: Curtis will work with Student Senate on a campaign to push out to students before the holds. Will look at support from faculty as well. Could also implement campaign early in the admissions process for spring students. Could also include in the First Year Experience class. **ACTION:** Julie will add to SGC agenda.

2. Program Improvement

- a. **Perkins Project Update** – Curtis provided an update on the Perkins projects. There are several activities planned which include industry partners, high school faculty partners, and hands-on activities. The website will be up soon. More to come.
- b. **Grant Update** – Curtis gave an update on current grant submissions. Contact Curtis if interested in the grant proposals.
- c. **CBE Project Update** – Curtis is working with the Warroad site growing enrollment. There are currently 16 in the pipeline for a January start. Curtis is working with the HLC team to add Warroad as a site. Dr. Kiddoo attended a round table discussion where there was an idea to rename CBE to possibly Flexible Learning. There are other colleges that were marketing similar programs as open labs. More discussion is needed.

3. Recruiting and Retention

- a. **Registration dates for Fall 2023 and Spring 2024** – October 15/April 1. Jeff requesting flexibility on these dates so that they do not fall on weekends. Students try to register, but student services and IT staff are not available for students. **ACTION:** Shamani will connect with Distance Minnesota to be sure that doesn't conflict with their schedules.
- b. **Campus Hours** – Discussion was held regarding closing early on Fridays and possibly be open later during M-Th to better serve students. There is almost zero student traffic on Friday afternoons. **ACTION:** Dr. Kiddoo will connect with other presidents. **ACTION:** The group was asked to think about how this would look in your area.
- c. **Salesforce/CRM** – The advising portal is ready to go live date December 1st. Jeff needs to extend the contract for another month or two to complete the work on the admissions portal. Jeff is working with faculty to see what data they are needing.
- d. **Student Life Activities Update** – Curtis gave an update on the upcoming TRF Student Senate activities: Scavenger Hunt, Movie Night, Dance
- e. **Soccer** – Discussion was held regarding adding soccer. After input from various stakeholders, it was determined that this could be looked at if we hired a full-time athletic director position.
- f. **Athletics – Baseball** – Dr. Kiddoo discussed the option of adding special fees to this sport to help with raising funds for their trip in the spring. There are other colleges that add a fee to the sport credit to help pay for similar expenses. It was determined that if the team cannot raise the funds this year, they will not be going on the spring trip. This option can be looked at next year.
- g. **Food Pantry** – Dr. Kiddoo gave an update on the food pantries on campus. There may be grant funding from LeadMN to start up a student food pantry. Dr. Kiddoo is working with local resources and has identified space in EGF. They still need to identify space in TRF. The grant is due in April. Dr. Kiddoo is working to get the Hunger Free designation.

4. Other

- a. **HLC** – Jodi provided an update on locations (additional sites vs. branch campuses, etc.) There is an issue with one of our locations. Jodi is working with the system office and HLC to clarify.
 - i. 2024-2025 visit – scheduled March 31-April 1, 2025
 - ii. Assurance Argument needs to be complete by March 3, 2025
- b. **Holiday Decorating on Campus** – Dr. Kiddoo will be adding more trees in Thief River Falls and would like departments/people to adopt and decorate. **ACTION:** Shamani will send an email to employees.
- c. Advance Thief River – Contributing to Incentive Package for New Residents – It was determined that Northland will give season tickets to regular Northland athletic games.
- d. **Simplifying the Green Sheet** – Discussion was held on the complexity of the student life request form. **ACTION:** Stephanie and Stacey will work to create an online form for student life activities on campus and a form for field trips.
- e. **AACC on Rural Commission on Community Colleges** – Dr. Kiddoo will be participating on the Commission at the upcoming conference. There are possible funding opportunities for rural colleges. Dr. Kiddoo will keep the group posted.

5. **Adjourn:** 12:00 p.m.