

# President's Cabinet

Tuesday, December 20, 2022

9:00 a.m. – 12:00 p.m.

Zoom

## MINUTES

**Present:** Sandy Kiddoo, Jodi Stauss, Michelle Benitt, Curtis Zoller, Stephanie LeDuc, Lars Dyrud, Chad Sperling, Jeff Pool, Stacey Hron, Kirsten Michalke, Katlyn Tamaalii, and Julie Fenning (recorder).

### 1. People

- a. **Position Updates** – Michelle provided an update on the open positions.
  - i. GRW – John Heffernan starts next Wednesday.
  - ii. Social Media – Candidate has accepted and will begin in January on the TRF Campus. Clinton will assist with finding office space.
  - iii. Director of Finance position was posted today.
  - iv. Account Clerk Senior – Closed, starting the committee process.
  - v. HR Technician 1 – Interviews were last week.
  - vi. Counselor – Posted, no progress.
- b. **Updating PDs/Performance Reviews** – There is a concern from employees that we are not updating position descriptions and conducting performance reviews on an annual basis. **ACTION:** Please complete the annual review with your employees when you are notified by HR. Admin will connect with their MMA employees to ensure this is being done.
- c. **College Committees** – The master schedule has been created. Committee work was put on hold to focus on other things. It was determined that they should begin meeting in January. **ACTION:** Julie will send out the meeting appointments. If you have conflicts, please connect with Julie.
- d. **Emergency Response/Admin & Supervisor Calendars** – The Administrator/Supervisor in Charge schedule is complete for the holiday break. Discussion was held on creating a process for the rest of the year. It was determined that faculty and staff would continue to connect with the college receptionist or the admin line. **ACTION:** Explore more calendaring options.
- e. **Office Space for New Marketing Person** – Office 545D
- f. **Accounting Structure** – Dr. Kiddoo requested input on coding for student academic travel. **ACTION:** It was determined that a separate cost center would be created for student travel/professional development.
- g. **Testing** – Discussion was held regarding testing with Sue Ridley's retirement. More discussion is needed.
- h. **Student Services Staffing** – Jeff announced that Ben Hoffman has resigned and his last day will be January 13<sup>th</sup>.

### 2. Program Improvement

- a. **HLC** – Jodi is working with HLC to confirm campus and site locations. This is still in progress.
- b. **Program Improvement Plan Updates** – Jodi provided and update on the work faculty are doing with their program improvement plans. **ACTION:** Jodi will schedule a meeting with Dr. Kiddoo, Lars Dyrud, and Kirsten Michalke to see how they can assist with these plans.
- c. **Ag Grant Request** – This grant would help to add a butchering/meat cutting course to the ag program. The grant would help with equipment needed for the course. **ACTION:** Dr. Kiddoo and Curtis will look at the application to see the requirements and expectations. The proposal is due in March.
- d. **MDH Grant** – Dr. Kiddoo is still waiting to hear from MDH on the grant regarding additional funding to support outreach for long term healthcare facilities.
- e. **NW Foundation** – The Northwest Minnesota Foundation is coordinating a meeting to offer a community event around Nicaraguan citizens coming to Thief River Falls. More to come.

### 3. Recruiting and Retention

- a. **Bookstore Charging/consistent start dates between consortium** – No additional updates were available. **ACTION:** Stacey will connect with the consortium to see if this is required.
- b. Spring Data – Discussion was held on program retention data.
  - i. Program Retention

	Current F22 to Sp23	Final Retention F21 to Sp22
College in the High School	39%	80%
East Grand Forks Campus (Non-High School Only)	69%	80.50%
Freshman (New High School Graduates)	72%	82%
Returning Students (Non-High School Only)	66%	74.50%
2nd Year (Sophomores)	67%	80.50%
Pennington County Residents (Non-High School Only)	65%	78%
Grand Forks County Residents (Non-High School Only)	59.50%	77.50%
24 yrs and younger (Non-High School Only)	64%	72%
Students of Color (Non-High School Only)	51%	67%

### 4. Planning

- a. **In-Service Presentation** – Dr. Kiddoo presented her draft presentation and requested input. It was recommended for her to send out ahead of time, so people have time to think of comments and ideas.

- b. **25<sup>th</sup> Hour Report, “Problems to Solve”**, Discussion was held around the list of items identified in the 25<sup>th</sup> Hour report to address and other areas that have been identified as issues through forums, sessions, etc as things to solve. A running list was created.
- c. **Congressionally Directed Spending Idea Generation** – Dr. Kiddoo is anticipating another round of spending from the legislature. She requested everyone start thinking of possible ideas. An idea generated included Experience STEAM project. Dr. Kiddoo will send out what has been funded. **ACTION:** Forward any ideas to Dr. Kiddoo.

**5. Events**

- a. **50<sup>th</sup> Anniversary** – Lars is taking the lead on planning this event. The event will focus on engaging faculty and alumni. The date proposed was Friday, April 28<sup>th</sup>. **ACTION:** Lars will work with a planning team and create a draft schedule for review at the next meeting.
- b. **Northland Dance** – The TRF Student Senate has scheduled a student dance for February 8<sup>th</sup>. More information will be shared closer to the date.

**6. Adjourned:** 12:00 p.m.