

# Cabinet MEETING

Thursday, February 16, 2023

9:00 a.m. – 12:00 p.m.

Zoom

## MINUTES

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

### 1. People

#### a. Positions

- i. Requested Full-time MAPE position in TRF for financial aid. – Approved.
- ii. **OAS-Academics/Scheduling** – Julie Roisland has accepted the position as registrar. **ACTION:** Sheri will work with the academic deans to create a scheduling team model.
- iii. **Transcripts/diplomas** – Jeff proposed using a third party to process all transcripts and diplomas. This will result in a loss of revenue of approximately \$20,000 per year, but will free up staff time for other work. This was approved.

### 1. Program Improvement

- b. **Facility Master Planning** – Dr. Kiddoo asked for ideas to include in the plan. This is high level planning regarding specific areas needing updates. Specific details regarding planning the spaces out will be done during the Design work. At that time, input will be asked from all employees and students. Focus has been on sustainability and rightsizing due to decrease in enrollment.
- c. **Program Suspension** – The following three programs will be suspended to give time for faculty to review programs. Paramedics, Dietetic tech, Pharmacy tech. The fall schedule does not include these first-year courses.
- d. **Program Sustainability Data** – Sheri is waiting for the latest data to review.

### 2. Recruiting and Retention

- a. **Grand Forks School District-Career Impact Academy** – Dr. Kiddoo requested that Jeff and Stephanie look at current pathways and connections for this project. They also need to look at state requirements and restrictions. **ACTION:** Julie will schedule a meeting with Curtis, Stephanie, Jeff, and Sandy to discuss past and future projects.

### 3. Planning

- a. **PACE Survey** – The PACE survey will be distributed on March 13<sup>th</sup>-27<sup>th</sup>.

- b. **Barb Tuckner Meetings** – Michelle has met with Barb to create a schedule for individual meetings and open forums. Michelle is developing a list of focus groups for her to interview.
- c. **Budget** – Dr. Kiddoo shared the lasted budget report. Discussion was held regarding ways to grow the college.
  - i. **Perkins** – Ideas for Perkins Funding
  - ii. **Technology rooms** – Discussion was held on identifying additional rooms.
  - iii. **Student fees-athletic fees** – We still need to determine a budget for student senate, need to connect with Abdul to hear his ideas. Discussion was held regarding adding a course fee for baseball to help support the spring baseball trip. More discussion is needed.
- d. **Warroad/Marvin** – Dr. Kiddoo requested an update on the status of the Warroad project. **ACTION:** Julie will schedule a meeting with Kirsten, Curtis, Sheri, and Dr. Kiddoo.
- e. **Security at Games** – Dr. Kiddoo shared details about an incident at a recent basketball game where security was needed. **ACTION:** Clinton Castle will call the Security Task Force together to discuss options.
- f. **Initiative Updates**
  - i. **Website** – **ACTION:** Chad will send an email to employees regarding the launch of the stealth site. More discussion is needed on developing an intranet. **ACTION:** Julie will schedule a meeting with Chad, Sheri, Stacey, Sandy, and Michelle.
  - ii. **Nursing and Aerospace push** – Chad is moving ahead with digital marketing and working on commercials. There was discussion regarding attending air shows in Fargo and an Aviation maintenance conference. Recruiting purchased lists of high school students interested in aviation and aerospace. Chad will look at doing a marketing push for that group as well.
  - iii. **Strategic Enrollment Plan** – Jeff is working on developing the plan for the college. He is using Northland's old plan and incorporating examples from other system office colleges.
  - iv. **Transfer Pathways** – Some work is being done. Time and capacity have been an issue to work on this project.
  - v. **Perkins/STEAM work** – Curtis is still working on some administrative work and then they will launch the program. We do have seven programs with activities ready to launch.
  - vi. **Salesforce/Enrollment pipeline** – There was discussion on campaigns directly focusing on parents. Jeff is currently working on Salesforce training for recruiters. Chad is working on a new feature on Facebook, highlighting students who have been accepted and will be attending Northland. Prospect lists are going out to faculty, and we are reaching out to those students. Prospects numbers are way up and have been entered into Salesforce.

- vii. **Postage** – Postage will no longer be charged back to individual cost centers. There will be one cost center for the college and money will be added by the departments who use it the most. **ACTION:** Clinton and Stacey will look into UPS and Fed Ex process for deliveries and pick up for packages, keeping security in mind.
- viii. **Expansion of flexible classrooms** – Working on determining equipment needs and rooms to add additional flexible learning rooms. Stacey needs to place the order early, so that it can be installed over the summer.
- ix. **Outreach/Camps** – Deb Beland is working with faculty to set up summer camps. It will be a full experience incident, to take students through all health fields. Jeff will connect with coaches to share details about any sports campus. Please coordinate with Clinton to ensure facilities is ready for use.
- x. **Metrics-reports** – Time did not allow for this item.
- xi. **Soccer/Women's wrestling** – Abdul Chamma has accepted the director of athletics and student life position.
- xii. **Mental Health First Aid Training** – Kirsten is interested in Mental Health First Aid Training. She shared that we need to determine a process regarding hiring instructors and payment. **ACTION:** Stephanie and Jeff will contact Kirsten to review the process.

#### 4. Events

- a. **Anniversary-April 28<sup>th</sup>, East Grand**
- b. **Experience Aerospace – February 24<sup>th</sup>.**
- c. **Scholarship Ceremonies (EGF Feb. 16 @ 2pm; TRF Feb. 21 @ noon)**