

Cabinet MEETING

Tuesday, March 14, 2023

9:00 a.m. – 12:00 p.m.

TRF Room 217/Zoom

MINUTES

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

Absent: Stephanie LeDuc

1. Position Updates

- a. CFO – Still working with the registry for temporary help until a full-time position is filled.
- b. Registrar – Sheri has reached out to two people to see if they can assist now that the position is open again.
- c. Perkins - Lori Miller will be assisting Northland with Perkins.
- d. Michelle listed open positions. The Enrollment Coordinator has been filled by Mindy Rist.
- e. **Food Service Employees** – We are struggling to find staff for the EGF kitchen.
 - i. A suggestion was to have Ladora continue as the Food Service Supervisor and spend more time in EGF. We would then hire a food service coordinator in TRF to manage the head start food program. Approved. **ACTION:** Dr. Kiddoo will start the process.
 - ii. It was suggested to look at student meal plans again. **ACTION:** Jeff and Stacey will look into meal plans and see if our POS system can process them.

2. **Budget Update** – Dr. Kiddoo shared an updated budget sheet with multiple scenarios. Nothing is finalized until the legislature settles. We will need to submit a budget in June and January with updated FYE and personnel.

3. **Summer Work schedule – Hours of Operations and Telework** – It was determined to have summer hour options the same as last year. This includes options for four tens, four nines, etc. Closing at 12:00 p.m. to the public on Fridays. **ACTION:** Supervisors are to work within their departments to ensure coverage of essential services. It was too late to think about closing on Fridays this summer, but the President's Cabinet is to think about it for next year. Telework agreement – We will allow one day a week again for positions eligible for telework. Employees requesting additional telework need to have the President's Cabinet approval. Approved to add day to Tiffany Beneda. **ACTION:** Please instruct your employees that if it is a teleworking day, to add that to their calendars. **ACTION:** Stacey will investigate Zoom phones.

4. **Calendar of Events** – A Website calendar is great for external events, but what about internal meetings. What should we use as a tool so all employees can see when meetings are taking place. **ACTION:** Stacey, Curtis, Julie, Chad will meet to discuss ideas.

5. **New Website** – Chad has been getting good feedback from faculty reviewing the stealth site. He still needs content managers for each department. Chad will send out reminder. He is backing up the old site. He needs to meet with ASA on program page management. **ACTION:** Invite Chad to next ASA meeting.
6. **Quin County Facility Request** – Clinton shared that Quin County Health Services is requesting to lease three offices plus a reception area. They do partner with the Career Force. Clinton is looking at room 735 and is working on a price for a lease. The ITV equipment will be moved into room 703.
7. **SENSE** – Dr. Kiddoo reviewed the most recent SENSE survey results. Themes included more assistance with financial aid applications and scholarships. More transfer options for students. Career planning. Overall, it was a low response rate. Ideas for Next Steps included better transfer materials and opportunity sharing, changing the college-going mindset, need to sell first two years of four-year degree. **ACTION:** Katlyn will pull data. Clearly defined program pathways, joint advising efforts with universities, how do we demystify the financial aid process. Northland financial aid has done more high school visits and parents' night. We need a video series of all actions in Student Services. Scholarships – Part of the board retreat will be revisiting scholarships. How do we mesh financial aid and scholarship applications. **ACTION:** Jeff, Lars, Lisa, and Nic need to discuss early recruitment scholarships.
8. **Budget** – Reviewed budget requests. **ACTION:** Dr. Kiddoo will add amounts to the budget and bring them for next meeting. Need to close the loop on budget requests. Need to look at new questions for next year and how requests align with our strategic planning. Still need to add new positions. Leveraged equipment also needs to be addressed this year.
9. **Grant opportunity** – Personal Financing Center – Katlyn shared that there is a document for review in the Teams folder. Kris Paulson had an idea and will look for a grant. The President's Cabinet supports looking into this idea.