

# Cabinet MEETING

April 12, 2023

1:00 pm – 4:00 pm

Room 217

## MINUTES

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

**Absent:** Curtis Zoller and Chad Sperling

1. **Budget** – Dr. Kiddoo has received House and Senate proposals and will be waiting on final budget numbers. Dr. Kiddoo has created a spreadsheet with all budget requests prioritized per the Presidents Cabinet ranking. Still waiting for division chair rankings. There will be a one-time lost revenue allocation, based on lost enrollment. Need to determine how to spend these funds. There may be funds for a basic needs position.
2. **Enrollment Numbers** – Apps up 81%, Completions up 42%, Fall up 24%, ranking in the system at 5. Persistence spring to fall is at 20%.
3. **Search Process Update**
  - a. VP – Reschedule due to storm – meeting next week.
  - b. Lib Arts Dean – Interviews next week
  - c. CFO – Executive search company reaching out to potential employees.
  - d. Rad Tech Program – interviews Tuesday
  - e. Surg Tech – posted
  - f. Financial Aid Advisor - Interviews this week.
  - g. PN Instructor – posted
  - h. Arch Tech – looking for leads
  - i. Surg Tech – looking for leads
  - j. Registrar – committee meeting soon
  - k. Nursing Verification Specialist – interviews complete
  - l. TFT Paramedic – posted
4. **Position Approvals – Approved.**
  - a. Farm Op – two instructors
  - b. Head Softball Coach
  - c. English TRF – Speech and Communications vs English
  - d. Food Cook Coordinator – Ladora worked out of class. Have cook coordinator for head start on TRF campus. Supervisor would work on EGF.
  - e. Nursing position – may be adding additional adjunct
  - f. Lisa Anderson – taking director position
  - g. Not replacing phased retirement position
5. **Ideas for Positions if Funds are Available.**
  - a. Marketing Specialist – Summer Temporary, possible long term - Chad

- b. Academic Support
  - c. Perkins Coordinator – recruiting in high schools, coordinating our faculty with high school instructors. Full time position.
  - d. Grant writer/liaison
  - e. Dean of Technical Programs – Ag, Trades, Aviation, all technical programs.
  - f. Event planner – plan events and outreach to get more people on campus
  - g. Student support for basic needs
  - h. Wrestling Coach for women
  - i. Soccer – Next academic year – men’s and women’s coach
  - j. Equity and Inclusion work
  - k. Instructional design work
  - l. High School Partnerships – maybe part of Perkins
  - m. Facilities – up 20% in overtime with increased events
  - n. Customized training rep/Nursing assistant testing
  - o. Warroad/Roseau staff – Part-time position
  - p. Housing Position – more discussion is needed.
- 6. Access and Opportunity Funds** – Currently using Grouplink for early alert process – could use feature in Sales Force. D2L has an attendance feature. Optional for faculty. Look at technology and tools that can be used.
- 7. One Time Funds for Lost Revenue – Ideas**
- a. Predesign for TRF
  - b. EGF Parking Lots – Bridget the gap for available parking lot fee funds, South lot going out for bids Opening May 10<sup>th</sup>.
  - c. Carpentry Lab/Grounds
  - d. Curriculum Management Software/Scheduling Software
  - e. Student seating areas
  - f. Annual program-specific marketing campaigns - Chad
- 8. Esports** – Jeff will ask Tom for enrollment numbers.
- 9. Food Service – Meal Plan** – Gift Card at all locations – Also looked at cooled vending machines. Cannot use gift card in vending machines. Meals cards will be \$300. Cannot get refunds at the end. Students will be able to transfer to the next semester.
- 10. Center for Teaching and Learning** – resource for faculty, staff with faculty (RCE) instructional design, coaching, professional development.
- 11. Summer Projects for Seasonal Employees** – Ideas included school field trips, Caring Campus
- 12. Battle of the Beans** – Northland against Sacred Heart – Dr. Kiddoo will included in her newsletter.
- 13. Student Senate Fund Balance – EGF campus** – Dr. Kiddoo gave an update on the EGF Student Senate’s plans for funds for the campus. This included funds for hallway furniture in EGF, athletics, equity and inclusion, foot washing station, and more funds to clubs. They would also like a game room. Clinton and Jeff will look at a foosball and/or pool table. We will be hiring a designer over the summer to create a cohesive design/look for the college for both campuses for future building and remodeling projects to include paint colors, furniture, carpet. This must blend in with the college colors and current looks.
- 14. Tuition & Fees** – Approved to raise tech fee as proposed.

- 15. Distance Minnesota** – Sheri met with them this week and an update was provided.
- 16. Grant Updates** – Katlyn provided an update on current grant activity.
- 17. Quin County Lease** – 701 and 735 – working on floor plan sketch. Clinton will provide an update once available. Expected income of \$28K - \$30K per year.
- 18. Upcoming Events**
- a. 50<sup>th</sup> Anniversary
  - b. Career Expos
  - c. BBQ Club Bash
- 19. Website** – In process, should be ready to launch at the end of April.
- 20. Pioneer Pantry** – Waiting to conduct audit and then will discuss the Caring Campus designation.
- 21. College Committees** – Dr. Kiddoo and Julie will update committee list and charges.