

Cabinet MEETING

Tuesday June 13, 2023

9:00 a.m. – 12:00 p.m.

TRF 217

MINUTES

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

Absent: Lars Dyrud, Chad Sperling, Jeff Pool

1. **Enrollment Numbers** – Enrollment continues to be down from the same day last year. Academics is working through registration issues with aviation students. Returning students percentage is low at 36%. Student services is reaching out to students not yet registered. A discussion was held regarding registering students for fall and spring. Ridgewater has had some success with this. Lift-Off Camp is tomorrow with 20 students registered. There are over 40 registered for the July date. **ACTION:** Need to look into summer camps early for next year. Ideas included construction trades, cyber security, automotive, career exploration days, pathway for eSports. **CTION:** Julie will create a list of groups of external facility users on campus. Katlyn shared that the Perkins funded mobile labs for manufacturing and welding are available for use within the consortium.
2. **Committee charges** – Review committees and update membership. **ACTION:** Julie will schedule meetings soon.
3. **PACE Survey** – Conducted early at the request of the chancellor. **ACTION:** Please review the results for discussion at the next meeting.
4. **Updates:**
 - a. **IR-enrollment numbers** – down 12% from last year.
 - b. **Website update** – Conversion is in progress
 - c. **Academics** – HLC and CBE work is on-going. Hosting summer camps.
 - d. **Student Services** – working on registering students for fall
 - e. **Facilities** – Clinton provided and update on several projects:
 - i. South parking lot – start date 6/15 completed July 5th. Preconstruction meeting yesterday, green light to move forward. Please park in the north parking lot.
 - ii. Bookstore rebranding in progress – painting completed on both campuses. Working on mirrors and decals.
 - iii. Flex rooms are being worked on with IT – new lighting, cabling, painting, ceiling, and carpet. Three new rooms at each location.
 - iv. Refinishing gym floor is scheduled for the week of June 25th.
 - v. HEAPR project is being funded in full for Aerospace site roof. Funds released in July, go out for bid next winter, project start after school in May 2024.

- vi. EGF Bonding project was funded, start date May 2024.
- vii. 600 hallway is getting carpet this summer in TRF. College wide interior design team working with WSN to give presentation with small team regarding interior finishes, college-wide, to create consistency across the campuses.
- viii. Student study rooms (3) \$30,000 for building rooms without furniture. Student senate will purchase furniture and the college will purchase the rooms. Student study rooms are being developed.
- ix. 570 lab – building a wall to create a grounds space, allow for carpentry lab on campus. There will be a glass window installed so prospective students can see into the mechatronics lab.
- x. Facilities Comprehensive plan is in progress at 95% currently.
- xi. Dr. Kiddoo shared an idea from a resort regarding projecting image onto brick. **ACTION:** Stacey and Clinton will look into options for brick walls at Northland.
- f. **Technology** – Student rooms – how do we get the message out to students that these rooms are available? The topic will be added to an in-service session to let faculty know, Dr. Kiddoo will communicate with Student Senates, and also in new student orientation. IT security conference, three employees attending. Stacey ordered new computers for CAD and released 15 for the Roseau site. **ACTION:** Stacey will communicate updates to Kirsten and Erin Bulger.
- g. **HR** – Working on payouts for BESI's, continuing VPASA search, many positions in the search process.

5. Positions-decision

- a. **Grounds** – Requested to refill EGF grounds position as is – Approved.
- b. **Cook Coordinator** – Requested to add a PT EGF employee (Additional) Approved for one year and then review.
- c. **Cook Coordinator – TRF** – Change from FT to PT – Approved.
- d. **Change PT EGF worker** to intermittent worker – Approved.
- e. **Continue Intermittent (2) workers in TRF** – Approved.
- f. **Registrar** – Sarah Dorn has accepted the position. Begins on July 6th, primarily teleworking, but will be on campus as needed.
- g. **Counselor** – will begin on July 12 at one Wednesday a week until semester start.
- h. **Dietetic Tech** – Request to post full-time temp faculty position. Accreditation body approved summer oversight by another college, but does require a full-time instructor for the academic year. Approved.
- i. **Computer Networking** - Request to hire adjunct instructor in Computer Networking – Approved
- j. **ARCH Tech** – Request to post full-time unlimited. Approved.
- k. **Farm Op instructors** – Closing in July. Currently recruiting.
- l. **VP ASA** – Candidate did not accept the position. Committee is currently reviewing new candidates. Dr. Marnie Glazier starts August 1st as the liberal arts dean.

- m. **Training** – Clinton and Rachel attended investigator training. Dr. Kiddoo attended decision maker training. Stephanie is working to schedule investigator training.
- 2. **Cooler Vending machine** – Stacey and Clinton will look at these for options for Aerospace and TRF/EGF campuses for after hours and Fridays.
- 3. **Grants-update**
 - i. **DOL** – Working with consultant to explore a CDL opportunity. Decided not to pursue that specific grant. Northland's project did not fit well into that grant project.
- 6. **Discussions**
 - a. **Legislative updates** – Please review summary and see what impacts Northland. Look at teacher prep program. PSEO options, early childhood, law enforcement, agriculture/FBM.
 - b. **Inservice planning-discussion/planning**
 - i. **DEI Training** – Sheri is working on finding a presenter for this training. Katlyn will look at Northland's scorecard and pull data.
 - c. **Strategic Plan progress and future planning**
 - i. **Policies** – Reviewed several policies and procedures in the 1000 series.
ACTION: Sheri will research policies and procedures and review schedule.
 - d. **Process/procedure** - Budget process also needs to close the loop on final decisions to the employee creating the request. Stacey shared that all requests are in Grouplink and can be commented on and closed. She can add access to anyone who would like.
 - e. **Town Hall topics**
 - i. **June** – Budget
 - ii. **July** – Caring Campus
 - f. **Ideas for Press Releases** – Bonding Projects, Carpentry Lab
 - i. Where does carpentry want to build a house. Clinton will work with Stephanie on building up the site location.
 - g. **Interim HR Director** – Michelle will be returning to her Assistant Director of HR. We will be using the search firm used for the CFO position for this position. Will be posting after July 1st. We will retain Rachel Larsen to lead the Workday implementation project.