

Cabinet MEETING

Tuesday June 27, 2023

9:00 a.m. – 12:00 p.m.

TRF 217

MINUTES

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

Absent: Chad Sperling

1. **Committee charges/Updates (updates, items to add to the “to do list”, membership)** – Membership was updated for the four committees. **ACTION:** Chairs will communicate with members. Julie will update committee charges and send calendar appointments. **Update** – Dr. Kiddoo will communicate with members.
 - a. **Access** - Jeff Pool
 - b. **Student Success** – Stephanie LeDuc
 - c. **Partnerships** – Kirsten Michalke
 - d. **Advancing Equity** – Michelle Benitt or HR Director
2. **PACE Survey discussion** – Discussion was held regarding results and next steps. Some common themes included: communication, decision making, collaboration between departments, and lack of grace towards each other. Some ideas generated included:
 - a. Invite advisors to monthly departmental/program meetings with faculty.
 - b. Invite people outside departments to meetings as “Fresh Eyes”
 - c. Keep committees smaller, but invite people as guests
 - d. Unions Meetings – separate groups and meet with each one – open invite to all members. **ACTION:** Dr. Kiddoo will reach out to stewards to discuss this idea.
 - e. Decisions – Seek input and communicate final decisions with factors considered.
 - f. Decision Tree – **ACTION:** Dr. Kiddoo will share with the group the materials from Barb Tucker on decisions and discuss at the next Cabinet meeting.
 - g. Minutes – Add details regarding what decisions need to be communicated with employees.
3. **Assessment Report**
 - a. [Annual Assessment Report 2019-2020.docx](#) Curtis has the draft for 2021. He shared the link to the Teams folder with Dr. Hutchinson and Dr. Kiddoo. More discussion is needed regarding completing these for HLC work.
4. **Updates:**
 - a. **IR - Enrollment numbers** – Currently down 8.7 % FYE. Overall, EGF campus is down, TRF is flat, and online students are up. New students are up, returning students are down. Fall headcount is down 5%. Aerospace students are about half complete in registration. There are 25 new students, with 10 on the waiting

list. EGF campus nursing numbers are down, but nursing online numbers are up. East Grand Forks PN Students shifted to online, hence the shift in EGF numbers. There are some allied health programs down, but others that are up. Surgical tech is full, and the new hires will begin on July 10th. Paramedic program director has been hired as well. Resp therapy is up with close to 18. Criminal Justice is up. Construction trades is down. Jeff has been working with students who have applied, but not yet registered. They are scheduling a mandatory construction trades registration day to help get students registered. Jeff and Chad will be doing an outreach campaign in Salesforce next week.

b. Workforce Development Solutions

- i. **Department of Vehicle Services Conversation** – Kirsten received a call requesting an automotive bay space one day (possibly two) for DVS to conduct vehicle inspections. **ACTION:** Kirsten will respond that we are interested in pursuing the partnership. Monty will be the lead on the project and will involve Clinton and the program faculty in the discussion.
- ii. **Next Gen Nursing** – There is new funding for nurse assistant training and testing. Kirsten will be having Kristianne Borowski help get the program up and running for Northland. After it is set up, they will need to determine the workload and a long-term employee solution.

c. Marketing

- i. **Website** – The new website is running smoothly. Continue to use form for any fixes needed. It looks great!
 1. **Common Course Outline** – **ACTION:** Need to look into a software that will create a main list of all courses. Dr. Hutchinson shared that Central Lakes' website is set up with a good software.
- ii. **Graduation/Videography** – Request was made to continue using a vendor for videography of the graduation ceremonies. It is an \$8,000 expense. Approved.
- iii. **Sponsorships**-A discussion was held on the number of sponsorships the college is asked for. Dr Kiddoo will bring to the cabinet, those that are questionable.

d. Academics

- i. **HLC and Programming** – Dr. Hutchinson provided an update on the work with HLC and the system office regarding our CBE and fractured credits. A final decision needs to be made regarding CBE into the future. If we decide to continue it, an application must be completed for HLC approval. We currently are not allowed to offer CBE or fractured credits and are reverting to the previously approved programs. This work will continue over the summer.
- ii. **In-Service Planning** – Dr. Hutchinson provided an update:
 1. Will be using the same organization as last in-service to continue work on assessment for faculty.

2. There will be a course design institute later in September. Dr. Hutchinson will write something up for the newsletter, You Said, We Did.
3. Morning on academics and afternoon on technology.
4. DEI training of some type in the morning for all employees.
5. Format will be all faculty in TRF, with a Zoom link available.
6. There will be a room in EGF for staff to attend or they may attend via Zoom from their desk.
7. There will be a skeleton crew in all services.
8. Julie will order food for both sites.

e. Student Services

- i. **Welcome Week update** – Repeating event like last year
- ii. **Summer Registration/Marketing Pushes** – Jeff will bring a plan for next meeting
- iii. **Evening programming** – This will be discussed at the next meeting.

f. Facilities

- i. **Lease Updates** – Currently working on.

g. Foundation – Full time scholarships will be available to part-time students. 6-10 month process.

h. Technology

- i. **Monitor Displays** - \$12000 for all three campuses. Current equipment is at end of life. Next Cabinet meeting for decision. **ACTION:** Jeff will connect with others regarding value. Could possibly look at continuing service with a work-study employee.

i. HR

- i. **Business Expenses** – Returning incorrect forms to employees to be corrected. It is important that these are correct.
- ii. **Admin Schedule** – Week of July 3rd – Closed to the public on Monday. Jeff will share with the public. Michelle will send out schedule to employees.

5. Onboarding/Office Assignments

- a. **Marnie/Monty** – Office locations have been decided for each campus in the 545 office suite. Will work getting them access to Teams, N Drive, List serves from the system office.
- b. **Kalen** – Office locations have been determined in 123 in EGF/545 suite in TRF. Need to schedule meetings with system office staff, Lars, Stacey, Clinton, Kirsten. Brenda's contract has been extended.

6. Positions-decision

- a. **TPT Business Office****- More discussion is needed with Kalen Wiseth regarding the structure of new permanent position. Permission was requested to add a temporary part-time employee immediately. Approved.

7. Discussions

- a. **Trap Shooting fees** – Request to reduce fee from \$300 to \$150. Approved.
ACTION: Jeff will look into how this is done.
- b. **Mediation for SGC-discussion** – **Move to next meeting.**

- c. **Process/procedure** – Julie will work with Chad to update policies in new format.
- d. **Town Hall topics – Time did not allow for these items.**
 - i. July-caring campus
 - ii. August-Strategic Plan Updates
 - iii. September-Marketing and Recruiting