

President's Cabinet

Tuesday July 25, 2023

9:00 a.m. – 12:00 p.m.

TRF 662

MINUTES

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

Absent: Curtis Zoller, Stephanie LeDuc, Clinton Castle, Chad Sperling

1. Updates:

a. President

- i. **Radio Station** – Transition will not be made on September 30th as planned. Dr. Kiddoo is still waiting on an answer from CPB on how the funding will work with the new 501c3. **ACTION:** Julie will schedule a meeting with CPB.
- ii. **Welcome Week/Move In** – There is a team working on a Welcome packet for new students, as well as several student life activities.
- iii. **Inservice** – Ensure there is time to go over process and procedure.

2. **Employee Guidebook** – Dr. Kiddoo has started a draft of FAQs with employees and key functions. **ACTION:** Julie will update and then post to the Team. Discussion was held on facilities use. **ACTION:** Julie, Clinton, and Stacey will meet to go over the process for on-site and off-site activities and look at policy and procedure.

- a. What are Use of Facilities guidelines? Can we host meetings/events in the evenings or on weekends? Who needs to be notified or give approval? How do we secure room reservations, etc.
- b. Faculty: how do they get approval for student field trips? Use of college vehicle? Need to look at process. Stacey is on it. First right of refusal.
- c. When do we use Grouplink tickets?
- d. Can anyone reserve rooms on the Room Scheduler? Are there other ways people can make reservations?
- e. Food requests for LaDora/Northland Market on each campus... do we need a Special Expense form? Who approves? How do we pay?
- f. Posters - layout
- g. P-card transactions (paper vs electronic receipts) – there's an app (no one knows about it).
- h. Travel requests. Where do you find it and who needs to approve? In-State vs Out-State.
- i. Contact info for Student Services and Business Office. Who do we contact for various things? Who is located on which campus? (Who is the advisor for Program XYZ; how do I make a payment or PO or order materials?) There are a lot of new support people and it's confusing.
- j. Are all the forms "findable" on the new college website for the most commonly used requests throughout the academic year?

k. Directory Information – HR reminds employees to update their information.

l. IR-

- i. **Enrollment numbers** – Katlyn provided the report for current enrollment.
- ii. **Assessment reports/data** – A welcome packet of data for each program was requested. Katlyn will send to the academic deans to share with faculty.
- iii. **Lead Report-Sales Force-how can we better use it.** Recruiters can make notes in Sales Force. Jeff shared that the next step is to do this on the advising side and keep notes in Sales Force. **ACTION:** Dr. Kiddoo will add this item to the Access Committee.
- iv. **Perkins – Pine to Prairie board** – Dr. Hutchinson reviewed the Perkins monitoring report that was given by the Perkin's auditor.

m. Foundation

- i. **Fall Move In – Welcome Weekend – August 18th.** More activities for students and families have been planned this year. Applications are up from last year for housing. Currently 55 and still hoping for more student athletes. Housing assistant housing coordinator is living on-site, moving in early August. Scholarship selection process will be finalized this week, with notifications going out first week of August.
- n. **Kirsten** – School bus driver training was offered at local schools and one was scheduled on campus. There will be a DEED career fair, inviting high schools and counselors and the general public. Kirsten will be working with Clinton to coordinate details. There will be a motorcycle audit by the DVS to check training and testing procedures. Excel training has been scheduled in Red Lake in August.

o. Academics

- i. Curtis announced his resignation. His last day will be November 1.
- ii. **New Faculty Orientation** – Dr. Hutchinson and Michelle will coordinate together. Dr. Hutchinson will work with Caleb on a checklist. This will be for faculty hired since May.

p. Student Services/Marketing

- i. **Take off Tuesday** – August 15th
- ii. **Retention is down from spring semester** – **ACTION:** Dr. Kiddoo will add item to the Student Success Committee.
- iii. **Think through calling for check-ins.** Look at scheduling calls by specific departments to check in with students need to register, pay bills, get financial aid complete, etc. **ACTION:** Dr. Kiddoo will add to Student Success committee to work through.
- iv. **Social media pushes for low enrolled programs** – In progress
- v. **Director of Admissions/Advisors** – Currently reviewing applications.
- vi. **Career Services/Handshake** – **ACTION:** Jeff needs to determine who will manage the program.
- vii. **FBM Application Process** – Jeff met with FBM faculty yesterday to move to fully online to establish pathways for degree seeking and

nondegree seeking. In progress. The goal is to roll out the new process by fall. CLC and Minn West are currently doing the same process.

q. Facilities

i. Wrapped Truck-what area should manage this? Who owns it?

ACTION: Clinton will connect with Stephanie regarding the fire tech program usage.

ii. FBM Leases in Fosston and RLF have been renewed.

iii. Quin County and head start leases are complete.

iv. Campus Hours 7-9 M-TH, 7-6 F – TRF and EGF, 7 am – 6 pm
Aerospace M-F, athletics can come in after hours, but must be out by 10:30 p.m. Business hours 8-4:30 p.m., M-F

r. Technology

i. Displays for information-decision – Request to purchase upgraded equipment for campus monitors. \$14,000. Approved. **ACTION:** Tracy Jo Peterson will manage the process and be point of contact. Budget will come from 154092. Stacey will order.

ii. Food Service Vendor option-decision – Request to sign a contract with new vendor for cooler beverage and food vending. Will get one machine for each campus and the aerospace site. Approved. All current vending machines will be removed, except for the ones by auto/ag in TRF and health programs in EGF. Note that the meal plan does not work on vending.

iii. Bookstore hours – Bookstore hours will also be extended the week before school starts, the first week, and the week after, until 6 pm, Tuesdays only. All departments with services to students will be open.

iv. Café Hours – TRF 8:30 a.m. – 2 p.m., EGF 7:30 am – 2 pm. Closed Friday. This information will be included in the welcome packet.

s. HR

i. Michelle gave an update on open positions.

ii. Summer Hours End August 1, renew telework agreements if continuing. Teleworking is approved at one day a week. All hands on deck the week before, of, and after.

iii. August 18 there will be a business expense training for employees. Michelle will be adding another session for supervisors at a later date. Michelle will work with Stephanie to offer via Zoom.

3. Town Hall prep – Dr. Kiddoo reviewed her message for the town halls. Potluck cookouts immediately following.

4. Discussions

a. Committee Membership:

i. HLC Interim Report

ii. **Research and Data Governance** – Dr. Kiddoo and Katlyn will connect on the direction of this workgroup.

iii. **Safety** – **ACTION:** Julie will add Assistant Director of HR, Monty Johnson, Brandon Ballard

- iv. **IRB** – Faculty led, by Justin Berry. **ACTION:** Dr. Kiddoo will look into this membership.
- b. **Seat at the Table Event in the Fall** – **ACTION:** Kirsten is working to schedule another planning meeting.
- c. **Town Hall topics**
 - i. July-caring campus
 - ii. August (in service) Strategic Plan Updates
 - iii. September-Marketing and Recruiting