

# Cabinet MEETING

Tuesday August 8, 2023

9:00 a.m. – 12:00 p.m.

TRF 662

## MINUTES

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

**Absent:** Stacey Hron, Kirsten Michalke

### 1. Updates:

#### a. President

- i. **Employee Guidebook review and distribution** – Review and update by Thursday.
- ii. **File management/website/shared files/list serves**-Wait until next cabinet
- iii. **Friday department hours** – Traffic is nonexistent on Friday. What is the minimum level of service for campus departments? Facilities, IT staff onsite, answering phones. Discuss options with staff and determine interest. **ACTION:** Bring ideas back to the next cabinet meeting.
- iv. **Welcome week events** – Finalizing today and posting soon.  
**ACTION:** Jeff will create a schedule and have cabinet members help with the welcome table, etc.
- v. **Cabinet meeting** – Tuesday. **ACTION:** Julie will cancel.
- v. **Expense reports** – Please have expense reports scanned and emailed to Julie. Use Expense as subject of email. Please send monthly submissions in a timely manner.
- vi. **Office assignments** – Need a point of contact for all office assignments. Clinton will be the lead. Clinton will work with supervisor to be included in the Grouplink ticket. All faculty requests for office moves need to go through Clinton.
- vii. **Student Success Days?** Do we want to have one day to get all students registered for the following semester. Get all tech and health students registered in one day. Faculty would need to be willing to give up a day of class. Late October and another one late spring. Need to discuss with SGC and faculty with the focus on retention. **ACTION:** Sheri will work with ASA and faculty.
- viii. **Phi Theta Kappa** – Need faculty advisors.

#### b. IR-

- i. **Enrollment numbers** – FYE -2% Headcount down -%1.78 – Welding students, mechatronics, and Warroad students still need to be registered. Ten students have RSVP'd for Take off Tuesday. Appeals Committee meets next week. Did anyone receive the instructional cost comparison sheet. **ACTION:** Dr. Kiddoo will look for it and get to Katlyn.

- i. **Grant** – NSF Renewal – This was approved at a previous President's Cabinet meeting.
  - ii. **New Grant** – Zach Nicklin, new NSF grant to help lead charge in safety in electrical safety in airplane engines. Northland would be the fiscal agent. The business office would be doing the heavy lift for the financials. Two-year grant. **ACTION:** Meet afterwards for discussion. Katlyn, Sheri, Monty, Curtis, Kalin, Sandy.
- c. **Foundation** - Scholarships are still being considered. Will be to financial aid for student accounts late this week early next. Student housing applications 70 students. Some students are still waiting to register for welding courses.
- d. **Kirsten**
  - i. **Seat at the table** – Celebrate Hispanic Heritage Month, Sept 15 – Oct 15. She is working with the community to plan a community meal. More to come. Music, art, food classes, and community meal.
- e. **Academics**
  - i. **Inservice updates** – Added extra sessions, continuing topic from spring in assessment.
  - ii. **Late Start-Northland at Night** - will be offering evening classes. Will be working with marketing to push out once finalized.
  - iii. **New Faculty Orientation** – Working to schedule during in-service week with all the new faculty starting this fall.
- f. **Student Services/Marketing**
  - i. **Take of Tuesday** – 10 students RSVP'd.
  - ii. **Website campus visits** are up with new web site, student forms have been updated.
  - iii. **Welcome week** – in progress, finalizing today.
  - iv. **Admissions making call for all inquiries.** Need assistance on text messages from out of state potential students.
  - v. **Fall travel schedule for recruiting** has been finalized. Twin cities and North. Hosting a college fair this year. Working with Kirsten's team regarding career fair in EGF. It is primarily for job seekers, but we can have labs open for tours. Northern Valley Expo will have extra space again this year. October 25<sup>th</sup>. Pioneer Prep day?
  - vi. **Posters** – Employees are having trouble printing from the printer. **ACTION:** Stacey will address.
  - ii. **Career Services/Handshake** – Handshake will be providing training to employees. Official student portal for job listings.
  - iii. **FBM Application Process** – On the list but holding. Warroad students need to complete the official application.
  - iv. More targeted marketing with new videos, and focusing on trades programs and liberal arts transfers. Will be shooting mid-September. In movie theaters now.
  - v. Press releases
    - i. Paramedic
    - ii. Home build
    - iii. Nursing pass rates
    - iv. NCAT/NSF
    - v. Need to toot our horn more publicly.
    - vi. Women's wrestling
    - vii. PSEO Crookston – Welding program

- viii. Highlight faculty
- ix. Julie send a note requesting awards and etc.

g. **Facilities**

- i. Wrapped Truck-can we use this as a resource to check out - Clinton will look into.
- ii. Paving project in EGF complete. Grounds has been relocated out of the carpentry lab. Making a cement pad from screenings from old pavement, for them to build new home on.
- iii. Projects – designs for bonding EGF project and HEAPR for aerospace will start withing 4-8 weeks. And predesign for TRF bonding projects.

h. **Technology** – Kudos to IT for getting TV monitors up around campus. Tracy and Chad are working on a process for submitting events, announcements, etc.

i. **Business Office** – Kalen has been here for a week. Working on getting to know his team and rules and responsibilities. Working on getting access to databases.

j. **HR**

- a. 27 positions since March.
- b. Arch Tech offer being made.
- c. Auto
- d. Automated, Electronics, computer networking posted.
- e. Cook coordinator interviews.
- f. Head coach offer for softball.
- g. VP ASA reposting in fall – start new committee.
- h. Farm Ops – starting committee next week.
- i. Dir. Enrollment interviews scheduled.
- j. GMW – reposting
- k. Dir. HR has been posted – working with search firm.
- l. Tuesday – August 15, new employees for a half day.
- m. Employee Ambassador program is still ongoing.
- n. MN State assigns training for the new fiscal year. Cory will be sending out notifications when available.

2. **Positions-decision**

a. **Aviation Dean/Director** – it was determined it is needed at the aerospace site. Monty, Sheri, and Sandy will look at a position description and send it to MN State for classification.

**Town Hall topics**

- i. **August (in service) Strategic Plan Updates**
- ii. **September-Marketing and Recruiting**