

Cabinet MEETING

Monday, October 23, 2023
9:00 a.m. – 11:30 p.m.
Zoom Only

MINUTES

Members: Sandy Kiddoo, Sheri Hutchinson, Stephanie LeDuc, Lars Dyrud, Clinton Castle, Chad Sperling, Jeff Pool, Stacey Hron, Kirsten Michalke, Katlyn Tamaalii, Monty Johnson, Kalen Wiseth and Julie Fenning (recorder).

Absent: Michelle Benitt, Curtis Zoller

1. Updates:

- a. **Committee Updates** – Please let the chair know if you will miss the meeting. Please ask your direct reports to do the same. Declining the invite does not notify the chair.
 - i. **Student Success** – They have met, great participation.
 - ii. **Resource Committee** – Requesting to have this committee pre-review grant applications. Approved.
 - iii. **Data Governance Workgroup** – Working on grad follow-up surveys. They have determined to meet every other month. They will also be reviewing all surveys. Katlyn will have Qualtrics for surveys.
 - iv. **AASC** – They will be looking at all programs that have been suspended and have expired.
 - v. **Advancing Equity** – Committee has met and has begun the NAPE project. Kaleb, Marnie, and Sheri are joining this group to assist with developing a draft Equity and Inclusion plan. The committee will focus on the Caring Campus initiative and other college activities. **ACTION:** Katlyn will investigate not doing CCSSE for this year and only doing HEDS.
- b. **President-items to discuss**
 - i. **Winter Weather** – The college closure/delay process was discussed. Dr. Kiddoo and Clinton will discuss weather and road conditions and make decisions the evening before or early morning. Athletic activities are on a case-by-case basis. Dr. Kiddoo will be gone Nov 17-28. Stephanie will be the decision-maker during that time.
 - ii. **Events and clubs, green sheet, process review, calendar**
 1. **Green Sheet Process** – Jeff, Cory, Chad, Clinton, Deb Beland (club advisor), Stacey, Julie, Abdul. This group will make a recommendation to move this form online and improve the process and on college events on calendars as well. **ACTION:** Julie will help schedule the meeting.
 - iii. **Surveys-Peterson, US News** – Requests to complete surveys for items such that are often included for national rankings are to be sent to Katlyn. She will be handling these for the college.

iv. Projects in Progress

1. **HLC** – We have made the edits necessary, added locations, put processes in place. Dr. Kiddoo and Vice Chancellor Satasha Green Stephens will be meeting with the Department of Education regarding CBE to discuss impacts.
2. **MEC Agreement** – Met with an attorney from the system office, school board, and city and everyone has agreed to sign the agreement as the agreement has not been updated and still includes the county.
3. **Policy and Procedure Review** – **ACTION:** We will be doing monthly policy and procedure reviews for each session so that all series are reviewed before the end of the year in preparation for the HLC interim monitoring visit and before Dr Kiddoo leaves. Dr. Kiddoo will work with Julie to schedule these review sessions.
4. **Radio Station** – Extended transition date to July 2024. **ACTION:** Dr. Kiddoo will discuss this with Chancellor Olson.
5. **Caring Campus** – Waiting on information from the Institute for Evidence Based Change
6. **Grant Work-DOL?** – Dr. Kiddoo will connect with Curtis for an update on the Protective Services project.
7. **EDA Grant Work?** – Northwest Minnesota Regional Development Commission reached out to Dr Kiddoo and Kirsten about potential EDA funding for equipment. Dr. Kiddoo has a meeting this week to get more information.
8. **High School Pathway Work** – Could look at short certificates for high school students and/or workforce development. Dr. Kiddoo shared an idea on Teams for review. Academic leadership wants to pursue.

v. Policypalooza

1. Discussed above to review all college policies.

vi. Where are we at?

1. **Tracking Donations for Match/In Kind**
(<https://www.northlandcollege.edu/files/8015P-gifts-in-kind-procedure.pdf>) **ACTION:** Lars and Kalen are working on a new process, utilizing an electronic format for donation forms. Need to track donations so we can track donated items for the leveraged equipment match.

vii. Management coverage - Reminder to update the spreadsheet in Teams to ensure an administrator is on each campus.

viii. Student Support Funds

1. Adding Equipment for Check Out
2. Pioneer Patch - Garden
3. Sensory Room
4. Student Parent Study Room
5. Mental Health Training

6. Additional potential wellness courses for students

c. IR-

- i. **Spring Registration Numbers** – 625 students for spring vs 795 last year, however, last year we had registered large blocks of trades students the first week of registration. So, we should catch up. Fall FYE is falling behind, as students are dropping courses. **ACTION:** Katlyn is looking into which courses are seeing drops.
- d. **Foundation** – Installing new security camera system in housing. Spring scholarship application is now available. Please encourage students to apply. Ceremony dates are set. Dan Christensen is the new Foundation president. Added four new board members, two from each community.
- e. **Kirsten** – Ashley Gillund was a presenter at a national conference and was asked to do it again next year. Kristianne has been working to get the CNA training course up and running and approval to be a testing site again. Kirsten completing Hispanic Heritage Month activities. MJSP grant was extended for another trimester for behavioral health, through February. Credit-base course wrapping up in Polaris, with another cohort beginning again in January.
- f. **Academics** – Ready to add Warroad as an HLC location in the HLC system (we had approval from our liaison for this until they caught up in the system). Gathering data on manufacturing program for possible funding ideas. Planning deans retreat on Nov. 15th. Budget and leveraged equipment will be discussed. Sending a new form to faculty to collect instructional equipment requests to order early and receive this year. Invited Kirsten to Deans retreat. Marnie is working on transfer pathways for Liberal Arts for existing courses. Also looking at all articulation agreements.
- g. **Student Services/Marketing** – Northern Valley Career Expo is tomorrow. They are offering a 3-credit course waiver for drawing for early registration. Becca has been doing activities on both campuses. Received a donation from a local church for the Pioneer Pantry in EGF. Marketing is busy with videos and photography. Photos on Smug Mug of new professional shoots. Liberal arts video will begin at the end of October.
- h. **Facilities** – GRW hired in EGF. Full staff now. JLG Architect has been chosen for the design project. Design meetings will begin in November 2023. Dr. Kiddoo suggested to send faculty and staff involved to visit other colleges for benchmarking ideas for programming and student services. Plans for new study rooms and the wall in 570 have been approved by the State. Projects should begin shortly.
- i. **Technology** – They are updating ITV room 292 in EGF. Facilities/Technology Committee meets tomorrow.
- j. **Business Office** – Kalen is busy with Workday planning. Will be attending supervisor training in Detroit Lakes this Wednesday. Forms for instructional equipment requests will be going out today. Working on the instructional cost study. Dr. Kiddoo dove deep into the instructional cost study process and found several coding issues relating to payroll and expenses coded to incorrect CIP codes. They are working with Susan Anderson from the system office to correct.

We still have a lot of work to do to improve our allocation performance and will not start to see the benefit of the work until next year.

k. HR

i. Achievement Awards-President's cabinet discussion

2. Positions-decision

- a. Contract and Purchasing Coordinator – EGF (MAPE – Buyer 1) Unlimited Full-Time – Approved.
- b. **Food Service Worker – EGF (AFSCME) Temporary Part-Time**; Replace Cook Coordinator Position vacated by Lora McCurry. Request from Supervisor is to not hire in the Cook Coordinator classification and to hire temporary. Approved.
- c. **(Discussion) Assistant Director of NCAT – (MAPE - MnSCU AP3) Unlimited Full-Time** - Hold till next meeting. Dr. Kiddoo needs to connect with Jon Beck regarding upcoming NCAT needs. Monty will join the meeting.

Town Hall topics

i. November – NCAT and NSF Funding Impact for College