

# Cabinet MEETING

Tuesday, November 7, 2023

9 a.m. – 12:00 p.m.

TRF Campus Room 662

## MINUTES

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

**Absent:** Chad Sperling

### 1. Collective Conversations-input from all

- a. **Cabinet Members' Calendars Accessibility** – Discussion was held regarding a request from faculty in the SGC to create a calendar, so all employees know who the administrator in charge is on each day and on each campus. Several possible solutions were discussed. **ACTION:** Stacey will investigate the options recommended.
- b. **North Star Promise** – Discussion was held regarding ideas to better promote this program. Ideas to re-engage non-completers over 24 included informational sessions (virtual/onsite), involve Lisa Bottem and her team, adding a tagline if they don't qualify (we still have options for you...), having the Partnership Work Group work on this, creating marketing pieces of pathways in place for the incumbent worker, targeting the 24 – 50 audience, creating expedited pathways, targeting 2<sup>nd</sup> 8 week course students. Still need to determine when we can award – during semester or if it must be at the start of the semester. **ACTION:** Jeff will work with Chad on promoting this program.
- c. **Aspen Prize - Should we write for the \$1 million dollar prize?** It was determined that Northland will not apply for the award due to the presidential transition.
- d. **Caring Campus-We have been selected, who will lead? See handout.**  
**ACTION:** Jeff will contact the recommended employee regarding her interest in serving as Northland's liaison.
- e. **Committee Updates**
  - i. **Facilities and Technology Committee Recommendations** - Dr. Kiddoo shared the recommendation from the Facilities and Technology Committee regarding official college document storage and communication tools. Approved.
    1. We will continue to use MS Teams as a collaborative tool.

2. Committee Minute Storage - create an internal-only website for minutes.
  3. Official documentation storage - N Drive
  4. Official Means of Communication – Continue to be email.
  - f. **Bias Incident Response Team** – The system office is requesting that we identify a team, see handout in folder. The team will be Michelle, Chad, Jeff, Clinton, and Marnie. They will meet as needed. **ACTION:** Julie will add to the committee chart; Dr. Kiddoo will respond to the system office.
  - g. **Summer Camps**
    - i. Dr. Kiddoo requests a list of summer camps being offered early, so we can be ready when parents start planning their kids' summer activities. We will create a web page and list all the summer camps. **ACTIONS:** Have summer camps identified by mid-January. Deans will coordinate camps so they are spread out throughout the summer. Lars and Jeff will connect on a Leadership camp. Deans will connect with faculty regarding camps, when, structure, and age group. Jeff will connect with coaches. Monty will include NCAT. Stephanie will add as an in-service breakout session.
  - h. **Children on Campus Policy Review** – Dr. Kiddoo shared draft policy for review. It was recommended to add a sentence about the supervision of children under six while teleworking. And add the gym and fitness center requirements as well. **ACTION:** Jeff would like to bring to Student Senate. Dr. Kiddoo will bring back to SGC for a second reading.
  - i. **Positions**
    - i. Manufacturing Customized Training Representative – Approved.
    - ii. Financial Aid – Approved.
    - iii. Assistant Director of NCAT – Approved.
  - j. Achievement Awards – Two achievement awards were approved.
  - k. Work Day Presentation – Michelle provided an update on the status of Work Day.
- 2. Process Improvement Updates**
- i. **Green Sheet** – Group has met and in progress.
  - ii. **Event Calendar – Facilities/Technology Committee** – Time did not allow for this item.
  - iii. **Admin Calendar** – Discussion was held regarding a process for Manager on Duty.
  - iv. **Sandy's Vacation Leave** – Stephanie will be the designee.
- 3. Policypalooza – Schedule of sessions was determined.**
1. College and Administration-December (Sandy)
  2. Student Services-December (Jeff)
  3. College Relations (Lars,), Facilities (Clinton)-January
  4. Academics-February (Academic Deans)
  5. Finance (Kalen), Human Resources (Michelle)-March
  6. Administration-April (Stacey and Kalen)

**4. Updates from areas-keeping each other informed**

- a. Institutional Research**
- b. Foundation**
- c. Workforce Development Solutions**
- d. Academics**
  - i. Campus Safety training – Request for safety training for all employees.  
Revisit who has access to StarAlert and Public Address system.
- e. Student Services** – Adawn is hosting FFA day and needs volunteers. Please reach out to her. Event is Wed. Nov. 15<sup>th</sup>.
- f. Marketing**
- g. Facilities**
- h. Technology**
- i. Business Office**
- j. Human Resources**

**Town Hall topics**

- k. November – No town hall
- l. December - NCAT and NSF Funding Impact for College-move to December
- m. January – Be thinking of a topic.