

Cabinet MEETING

Tuesday, January 16, 2024

9:00 am – 12:00 pm

TRF Campus Room 662

MINUTES

Present: Sandy Kiddoo, Stephanie LeDuc, Lars Dyrud, Clinton Castle, Chad Sperling, Stacey Hron, Katlyn Tamaalii, Monty Johnson, Kalen Wiseth, and Julie Fenning (recorder).

Absent: Michelle Benitt, Jeff Pool, Kirsten Michalke, and John Fields

1. Collective Conversations-input from all

- a. Committee Updates
 - i. **Student Success** – Stephanie provided an update on the activities of the Student Success Committee and its subgroups. They hosted several Welcome Week activities for students. They have established an activities calendar and are working on finalizing details. They are going to begin working on student basic needs next.
- b. Assessments-Committees, Co-Curricular, Unit – Dr. Kiddoo shared a draft document to begin working towards assessing nonacademic processes and activities of the college. ACTION: Dr. Kiddoo will create a workplan template for designated committees and units that will be involved.
 - i. Committees
 1. Student Success
 2. AASC
 3. Advancing Equity
 4. Partnerships
 5. Resource Development
 6. Facilities/Technology
 7. People Development
 8. Safety and Security
 - ii. Departments/Units
 1. Academics
 - a. ASC
 - b. Library
 - c. Academic Programming
 2. Technology
 3. Facilities
 4. HR
 5. Academics
 6. Finance
 - a. Northland Store

- b. Food Service
- c. Student Payment

7. Student Services

- a. Enrollment
 - b. Athletics
 - c. Advising
 - d. Counseling
 - e. Marketing
- c. Cattlemen's Event – Northland is sponsoring the luncheon for the June 25th Cattlemen's event in Thief River Falls. ADawn Nelson is coordinating the event. Anyone who wants to participate, connect with Monty.
 - d. Summer Camp and summer schedule update – Deans are working with faculty who are interested. **ACTION:** Please have dates, topics, target audience established by the next President's Cabinet meeting. Chad will create a webpage with all events listed.
 - e. Sensory Room (504) and Student Parent Study Room (663 or Cafeteria) in Thief River Falls. Facilities will work with the counselor and student life on furnishings. Discussion was held regarding adding these rooms to the aerospace site as well.
 - f. Office in HR Suite in TRF - Discussion regarding office space for New HR director. **ACTION:** Dr. Kiddoo will discuss ideas with Michelle Benitt.
 - g. Printers-usage – Discussion was held regarding the use of poster printers. They are being used in TRF, less so in EGF. **ACTION:** Stacey will schedule a training session for anyone interested in learning more about Canva and using the poster printers.
 - h. Emerging Programming Funding Application - Dr. Kiddoo will meet with the deans after this meeting to discuss projects.
 - i. NAPE Leadership Academy – There was some confusion regarding this project among the members. Dr. Kiddoo has met with the NAPE facilitator and will regroup with the team to discuss next steps.
 - j. Budget Planning – Dr. Kiddoo and Kalen are working on budget projections. We are projecting to be using the fund balance for FY25 as planned. We will spend the next several months going over scenarios of revenue and costs. We will send out and review requests for budget increases and decreases but will have to look closely as we have a large gap. The system office has submitted a supplemental budget request to cover the cost of personnel increases, but we are planning without those funds. Kalen is attending a training session at Central Lakes and will begin using Workday to create next year's budget.
 - k. Power in Diversity Leadership Conference – Northland sponsored this event and has ten seats to fill. Open to students or employees. January 25 – 27th. Contact Dr. Kiddoo or Julie if you or anyone is interested in attending.
 - l. Luoma Leadership Academy – Rachel Larsen sent out an email to all employees looking for nominations to participate in this leadership program. Northland has budgeted \$2000 for someone to attend this program, however the costs are higher so we will have to find another cost center to fill the gap. Nominations will

come to the President's Cabinet for final decision. This is a good program for developing internal leaders.

- m. Nonpayment list and aid/scholarships - There were 37 students dropped for nonpayment. **ACTION:** Kalen and Jeff will review current policy and procedure to see if we can remove any self-created barriers for students.

2. Positions

- a. Library Discussion – The librarian has announced retirement. This discussion will wait until John Fields and Michelle Bennitt are present.
- b. Nursing Advising – Due to a significant increase in the volume of students, another nursing advisor is needed is TRF. Request to bring back the position that was eliminated when the employee resigned, and enrollment was low. The position was approved utilizing expanding programming special allocation funding for the next two years.

3. Updates from areas-keeping each other informed

- a. Institutional Research – HEDS survey will be conducted the week following spring break. Katlyn will plan for a later date to conduct the CCSSEE. Katlyn needs to submit the Perkins plan by January 31st. Please have all requests to her as soon as possible. All equipment or activities need to be completed by June 30, 2024.
- b. Foundation – Scholarships have been finalized and submitted to Financial Aid. Lars shared that he needs to work on a process to eliminate the short turnaround for this process. He is looking for more EGF community members to review scholarships. Names were given and Lars will follow up. There are currently 70 students in housing. They had a frozen sprinkler pipe over the weekend, due to students leaving windows open. Policypalooza for 8000 series is tomorrow.
- c. Workforce Development Solutions – Kirsten was absent.
- d. Academics – Marnie shared she is meeting with Liberal Arts faculty to discuss options to expand programming. Monty shared that there will be 150 5th graders on the Aerospace site for a tour tomorrow. Working to fill the aviation faculty position as soon as possible and the FBM position with Ron Dvergsten's retirement announcement. Ron will be here to mentor the new instructor once hired. Monty will be attending an AACC Workforce Development Conference in New Orleans. Stephanie is participating in an all-day planning meeting with the architect for the EGF classroom bonding project. They will be meeting with the faculty involved in the project throughout the day. Stephanie is working on nursing program additions and certificates within the fire and early childhood programs.
- e. Student Services – Jeff was absent.
- f. Marketing – Chad shared the liberal arts and trades program videos are up and running. Faculty requested advertising with Garden Valley and that has been finalized with ads running during local games and events. Marketing is prepping for another postcard mailing focusing on affordability, to roll out in mid-February.
 - i. New program costs tool (website) - Chad and the deans have been working on developing a new cost project on the website. It will allow us

to enter tuition and fees in one place versus needed to remember to enter it in multiple locations on the website. It will also have a compare feature, where students can choose programs to compare the costs associated with them. The cost of this project is a one-time cost of \$5,200 and then the template can be duplicated for other comparisons on the website. Chad will be meeting with the business office and financial aid to ensure the fees and rates are correct. Ideas for press releases included:

1. Humane Society Project with ADawn Nelson
 2. Students Judging FFA Contest
 3. PTA Student/Presentation
 4. OTA Enrollment
 5. Paramedic – New Certificate
 6. Microscope Donation to Sacred Heart
- g. Facilities – Fire Drills Tomorrow. Next year will have the required drills scheduled for the year by July 1. EGF Study rooms are expected to be completed by the end of the week. The west walls have been painted Northland colors and Chad will be working to create graphics for them. Friday he will be meeting with JLG for the all-day planning meeting on the EGF classroom bonding project.
 - h. Technology – NETS office called and can purchase equipment for additional flexible classrooms at a reduced cost. Do we need to add additional rooms? They will cost Northland approximately \$15,000 per room. More discussion is needed. Academics will meet to discuss needs and coordinate with Stacy.
 - i. Green sheet process – Stacey provided an update on the project. At this time, the Catering Request for is now online. The Event Request Form – STUDENT LIFE is now online. All of the details will be sent out to all employees in the next newsletter. Stacey and team will begin tackling the fundraising and off-campus requests.
 - j. Business Office – Sierra Anderson has resigned but will continue one day a week for three months. Still working on hiring for the buyer 1 position. The budget request process is open, an email will be going out soon.
 - k. Human Resources – Michelle was absent.
 - l. Dr. Kiddoo has the Leadership Council and a Board of Trustees meeting next Monday – Wednesday.
- 4. Town Hall topics**
- a. January – Workday
 - b. February – Financial Aid/North Star Promise
 - c. March – Foundation
 - d. April – FBM
- 5. Golden Path** – Stephanie requested that Northland participate in this program for all North Dakota high school students receiving an account for this software for networking and linking to Northland's resources. This will be a great opportunity and plans to involve Minnesota high schools are being discussed. The cost for this is a one-time \$15,000. Approved.