

Cabinet MEETING

Tuesday, January 30, 2024

9:00 am – 12:00 pm

TRF Campus Room 662

MINUTES

Present: Sandy Kiddoo, John Fields, Michelle Benitt, Lars Dyrud (Zoom), Clinton Castle, Chad Sperling, Jeff Pool, Stacey Hron, Kirsten Michalke, Katlyn Tamaalii, Monty Johnson, Kalen Wiseth, and Julie Fenning (recorder).

Absent: Stephanie LeDuc

1. **Collective Conversations**-input from all
 - a. **Leadership Council/BOT update** – Dr. Kiddoo recently attended the Leadership Council/BOT joint meeting in St. Paul. They focused on Workday updates, customized training, tuition waiver discussions, and random AI students. The New American Indian scholarships were funded again.
 - b. **Shared Governance Updates** – Faculty leadership questioned allowing teleworking for employees who serve students. Dr. Kiddoo shared that there are several colleges who are generous with telework and several pulling employees back to campus. Think about this for your area. The faculty also asked what we are doing to increase enrollment. Northland needs to think towards the future regarding new services and new academic programming to attract students and what we are doing to retain our existing students. This will depend on what the interim and future President will want to do given the resources we have.
 - c. **Committee Updates** - Anyone have information on their committees?
 - i. Stacey provided an update on the Facilities/Technology Committee. They are currently working on the country flag project at both campuses, bonding project planning, discussions on updating furniture in the theater lobby, and piloting Zoom phones. Discussion was held regarding replacing all the phones in classrooms. It was determined that classrooms need phones, but the project could be divided into phases, with classroom phones changed out next fiscal year.
 - d. **Summer Camps Status** – The list of proposed camps was shared. **ACTION:** Katlyn sent an email to everyone where they can input their summer campus once finalized to be listed on the Minnesota State website. **ACTION:** Chad will also create a page for the Northland website.
 - e. **Audit Findings on CBE Discussion** – The final decision has been given from the auditing agency. Northland will repay \$26,000 for the three students who received financial aid for the program changes that were not approved by HLC for the Electronics programs. It will be important in the future to allow enough time in developing new programs and curriculum changes to notify HLC, which is

required for administering federal financial aid. Coming forward with this now before a future federal financial aid audit to find it. Resolved.

- f. **Assessments-** Continued discussions regarding departmental (nonacademic units) work plan assessments. **ACTION:** Each unit/department will submit their work plan to Dr. Kiddoo by March 1st **ACTION:** Dr. Kiddoo will create a work plan template for the committees identified. **ACTION:** Dr. Kiddoo will schedule meetings with each to go over the work plans.
- g. **Budget Planning**
 - i. **Cost center analysis** – Dr. Kiddoo and Kalen have been reviewing all cost centers and cleaning up old or outdated information. **ACTION:** Dr. Kiddoo is asking everyone to review their non-personnel cost centers to see if any reductions can be made and where we can merge and eliminate cost centers.
 - ii. **Tuition and fees**
 - 1. **Student Fees** – Discussion was held on current student fees and if any fees should be increased or added, including adding a health fee to offset the increased cost of student mental health services and splitting the existing student life fee to add an athletic fee for all students, as several colleges in the system do this. More discussion is needed. **ACTION:** Dr. Kiddoo will meet with student senates to educate and gain support for student fee increases.
 - 2. **Enrollment projections** – Discussion was held on what number Kalen should use for FYE projections. Enrollment numbers will be monitored, and projections adjusted accordingly. **ACTION:** Dr. Kiddoo will meet with academics and provide a number to base FYE for budget updates and budget planning based on application numbers and what we can see in each program area for increases and decreases.
- h. **Timeline for Russel Beier Award and NISOD Award** – **ACTION:** John Fields will send out email to all employees as soon as possible.
- i. **Presidential Transition**
 - i. Advance Thief River – Kirsten Michalke
 - ii. Habitat for Humanity – John Fields
 - iii. BGEA – John Fields
 - iv. NWPIC – John Fields
- j. **Legislative Breakfast** – Lars is working on this event. **ACTION:** Lars and Dr. Kiddoo will connect on who to invite.
- k. **Caring Campus** – March 26th is the meeting with Caring Campus coach and Northland leadership. Mindy Rist is coordinating this project and inviting SGC leaders and supervisors to the meeting. She is also working with Chad on developing swag for the initiative, recruiting individuals who are interested in participating, and coordinating the dates for the coaching sessions.

2. Positions

- a. **Library Discussion** – Discussion will resume when John Fields is present.
- 3. **Updates from areas – keeping each other informed**
 - a. **Institutional Research** – Katlyn is preparing for HED and CCSSEE surveys soon.
 - b. **Foundation** – Record number of scholarships this semester. Working on tax forms. Student housing tours are light, hoping to bring in baseball and wrestling students.
 - c. **Workforce Development Solutions**
 - i. Discussion: Alluma Night in May TBD, 2024 (May is Mental Health Awareness month). Northland – EGF requested host location. Previous two years has been held at UM Crookston. Approved. Kirsten will work with Alluma. <https://allumacares.org/allumanight/>
 - d. **Academics** – Marnie shared that there is a choir and band event on the TRF campus on April 10th.
 - e. **Student Services** – Heidi is working on revising the campus tour/experience. Athletics is working on fundraising for their spring trips. Student Life is increasing activities and established a master calendar of activities, largely supported by the Student Senates.
 - f. **Marketing** – Working on the search tool for the website and direct mailing campaigns. Also working a new cost and fees page for the website. This will be one place to enter all student fees and it will populate in all other areas of the website. It is currently a manual process to update several pages when fees change. Also looking at other colleges admissions documents to find cool ideas for Northland.
 - g. **Facilities**
 - i. Parking Fees - Discussion was held regarding the need to increase parking fees for employees and students. Students cannot have higher fees than employees. More discussion is needed.
 - ii. EGF Office Space for John Pruess-WIOA staff – Discussion was held regarding the best space for this purpose. It was determined that the floater office in Student Services used by Cory Feller would be used for this reason due to the close work this person will do with Student Services staff. Facilities will move Cory to another area.
 - iii. Office in HR Suite in TRF – It was determined that conference room 461F will remain a conference room. More discussion is needed on office space for the new HR Director's time in TRF.
 - h. **Facilities** Clinton is working with a designer regarding establishing branding guidelines for paint, furniture, and fixtures to have a consistent look across the college.
 - i. **Technology**
 - i. Zoom Phones – Our current phone system is at end-of-life and needs to be replaced. Stacey is piloting Zoom phones to see how they will work for the college. When implemented, Stacey will do in phases, with classroom phones converted in FY25.

- j. **Business Office** – Working on budget projections for FY25. Kalen has scheduled his first Fiscal Committee meeting. Kalen shared that the radio station has received its Articles of Corporation and is moving forward with their own 501c3. The current plan is to have the employees remain college employees and get reimbursed for the positions comparable to the foundation.

- k. **Human Resources**

- i. Designated Fraud Contact is HR Director - [Board Policy 1C.2 Fraudulent or other Dishonest Acts](#)
 - ii. Investigation Training – Northland needs more investigators. Michelle will send out the training schedule once available.
 - iii. Workday, Workday, Workday – There will be training coming soon.
 - iv. Open Positions - Michelle provided the status of the open positions.

- 4. Town Hall topics

- a. January – Workday
 - b. February – Financial Aid/North Star Promise
 - c. March – Foundation