

# Cabinet MEETING

Tuesday, February 20, 2024

10:00 am – 12:00 pm

TRF Campus Room 662

## MINUTES

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

### 1. Collective Conversations-input from all

a. **Children on Campus Policy final approval** – Approved.

#### b. Committee Updates

- i. **Fiscal Committee** – Kalen had his first meeting. They will be meeting monthly. Members want to see academic program financial data - expenses and revenues.
- ii. **APR** – John shared they have met and are planning a soft reset for program reviews. There was a five-year review plan in place, but they will be changing to a three-year review plan, which is best practice today. Several programs haven't done one since 2015. They are resetting to have all done this year and setting a three-year schedule for the future.
- iii. **Dean's Council** – John has started a biweekly meeting with the deans.
- iv. **Advancing Equity** – Working on finalizing the DEI 25-27 Plan. Requesting final approval today. John is working on alignment with the Strategic Plan and determining metrics.

#### c. Budget

- i. **Cost center analysis** – looking at cost centers to ensure budgets are correct and if any cost centers can be combined or deleted. Dr. Kiddoo and Kalen continue to work with supervisors on updating cost centers.
- ii. **Tuition and fees** – Time did not allow for this item.
- iii. **Enrollment Projections** – Katlyn shared enrollment projects. Currently up 3% in summer enrollment.

d. **Vending Discussion** – Micro market – Stacey shared an option for an unmanned retail environment where we could use our food service. UND and Digi-Key use this as well. Stacey has sent a request to cancel the current vending contract. The Cabinet supported looking into this idea. Stacey will continue exploring.

e. **Art Mural Discussion** – The Facilities/Technology Committee is working on the country flag project and would also like to add a mural above the header across from the library entrance. The focus would be on equity and inclusion. Dr. Kiddoo will submit a grant to fund the project. Discussion was held regarding who would

design and paint and how that could be incorporated into our art classes. The Deans Council will discuss this. The NW MN Arts Council is requesting an accurate count of people who enter the gallery. **ACTION:** Clinton will purchase a counting device for this purpose. The price for a counter is \$200. This could be used in other entrances within the college after this use.

- f. **Legislative Breakfast** – The breakfast for Northland has been scheduled for March 19<sup>th</sup> and our local legislators have been invited.
- g. **Adobe Pro** – We currently purchase Adobe Pro licenses only when requested. There is an option to use the subscription service and all employees would have a license. This would cost \$15,000 annually. We currently spend around \$4,000. It was determined to continue only purchasing licenses for employees who request them and charging the cost back to their cost center.
- h. **Caring Campus** – The leadership kick-off meeting is scheduled for March 26.
- i. **T4 Event** – The GF school district has asked us to host their T4 event this spring. This is a hands-on career fair for 1000 middle schoolers. One day would be for GF schools and the second day would be open to regional schools. They are looking for dates at the end of March. More to come.
- j. **Presidential Evaluation** – Dr. Kiddoo saved some documents in the Teams folder. Please review and they will be discussed at the next Cabinet meeting.
- k. **Telework** – Discussion was held on establishing blackout dates throughout the year when telework is not permitted. These are dates when all staff need to be on campus serving students in person. Dr. Kiddoo shared a draft calendar. **ACTION:** John will work with the deans to review and provide feedback at the next meeting. Summer flexible schedule and telework plans will be the same as last year beginning May 22 – July 30. Approved. NOTE: The interim president may change this as of July 1, 2024.

**I. Library**

- i. Request to Discontinue Pearson Vue Contract – More discussion is needed. **ACTION:** The Deans' Council will research and make a recommendation at the next meeting.
- m. **Facilities Use by External Entities** – Revenue Generation/Coordination – Julie, Kirsten, and Clinton will discuss coordination.
- n. **Diversity, Equity, and Inclusion Plan 2023-2027** (See Folder for full plan document) The plan was reviewed and approved.

**2. Positions**

- a. Library Discussion – This item was moved to the next meeting.
- b. It was requested that we purchase a full-page newspaper ad with all the instructors we are looking for versus several separate ads. It was determined that newspapers were not the best use of advertising funds.

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

- a. Institutional Research – March 1<sup>st</sup> deadline for publishing summer camps.
- b. Karen Znajda won an award. Six wrestlers are going to the national tournament.
- c. NISOD – Eight nominations have been received, and four will be chosen. John will convene a small group to review nominations and make the decision.

- d. Foundation – April 10<sup>th</sup> is the TRF Day at the Capital.
- e. Workforce Development Solutions
- f. Academics
- g. Student Services
- h. Marketing
- i. Facilities
- j. Technology
- k. Business Office
- l. Human Resources

#### **4. Town Hall Topics**

- a. February – Financial Aid/North Star Promise
- b. March – Foundation
- c. April
- d. May
- e. June – Caring Campus presentations