

# Cabinet MEETING

Tuesday, March 12, 2024

8:00 am – 10:00 am

Zoom Only

## MINUTES

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

1. **Collective Conversations-input from all**
2. Library Discussion—The MAPE position has been approved to move forward. I will discuss this with SGC this afternoon.
3. Pearson Vue – They are requesting 10 hours per week of dedicated testing. Paramedics is the only program that uses it. Can go to UND, Fargo, or online option. Low usage, with online proctor alternative. Approved to discontinue.
4. Vending – Moving to a micro-market and will begin managing vending. Approved.
5. Housing Director – Requesting to move forward with search. Approved.
6. Athletics Budget – Requesting to increase playoff cost center. Kalen and Dr. Kiddoo will review cost centers. We need to look at outside resources to help fund athletics for playoff trip expenses.
7. NSF Grant Renewal – Discussion regarding renewal grant and possible budget reductions of the award.
8. Budget—We need to schedule a meeting to review the budget.
9. Updates from Committees
  - a. Advancing Equity Committee – Working on timeline and goals for the Equity Plan. Moving forward.
  - b. Assessment Program Review—An established three-year review cycle will launch at in-service. All programs will be assessed this year and then on a three-year cycle, aligning with HLC requirements.
  - c. Student Success—The Subgroup is working on an activities calendar and conducting an evaluation of campus signage regarding unnecessary barriers. The basic needs statement was accepted at SGC.
  - d. People Development Work Group – They are working on a new tool for employee onboarding.
  - e. Access Committee – They are meeting next week to review the draft Enrollment Management Plan.
10. CHS Professional Development Conference on April 3<sup>rd</sup>, 9-2 pm on TRF campus. High school teachers, faculty mentors. Caleb Curfman will be giving an AI presentation.
11. President's Evaluation – Group discussion on questions. Dr. Kiddoo will write a draft and will request input in reviewing.
12. Updates

- a. Katlyn—The HEDS survey will be sent out in April and will be posted on D2L course sites. CCSSEE will be sent out at the end of March. Flyers with QR Codes will be distributed and posted to students.
- b. Lars – Scholarship application opens today. PI Day – adding take-out boxes so students can take to go.
- c. Kirsten—The MJSP grant has closed. The nursing assistant audit was successful. It's a busy season with MSHA.
- d. John— John is currently working with the APR Committee, working on the in-service presentation, and program assessment as we are preparing for the year 4 visit next spring. Also attending the NAPE conference this week in Atlanta. Chad will do a press release.
- e. Marnie – Looking at expanding speech and English offerings through DM and online.
- f. Monty – Hired aviation faculty position has been filled. Kudos to Monty and Kirsten for working with Digi-Key to complete students.
- g. Jeff – Getting ready for several events coming up for the admissions and recruiting team. Liberal Arts days on each campus. Working on commencement preparation. The Beam emergency grant is now live. Jeff is working with Becca regarding communication with students. Allocation for Basic Needs funding: garden project, parent room, student relaxation room, etc. is in progress. The student senate helped purchase an upgraded scoreboard to allow us to be able to host regional basketball events. We already have a women's basketball regional tournament scheduled for 2025.
- h. Marketing – Helping with upcoming events. Pushed out a new search engine for the website. Upgraded current search function. Looking for feedback from employees regarding improvements. Working with Heidi on redoing admissions letters and packets. Liberal arts and trades billboards are up. Working on Caring Campus swag.
- i. Clinton – The TRF Sensory room and the parent study rooms are ready. EGF parent study room will be worked on next week. The final schematic design for the bonding project is being reviewed by the college, to be submitted next week to the system office for final approval. Will be presenting to the system office at the end of May. The aerospace roofing project had a mandatory meeting for potential vendors. Gives opportunities for questions. The deadline for proposals is the end of next week.
- j. Stacey – Making progress moving to Zoom phones, researching vending opportunities. The Facilities/Technology survey: was not done last year; should we do one this year? Yes. Katlyn will have it ready for Pi Day.
- k. Kalen – Angie's last day today. Be patient, as the business office is short-staffed. Will continue a contract for one day a week and possibly train new employees. Paused buyer one, while looking for grants specialist and business manager. Workday preparation: looking to establish a cutover date for Northland.
- l. Michelle – Interim Presidential open forums Wed. April 3, 4, 5 on campus. Community, student, and employee sessions on each campus for each candidate. Released on March 28<sup>th</sup>. Received the Workday training

communication plan yesterday from the system office training team. Follow up with employees regarding emails and accessing information provided to them. Add topic to staff in-service planning. Title IX changes coming in policies. More to come. Affirmative action plan work will be done this summer. The Bias Response team will be meeting soon. Michelle will suggest a couple of dates for Cabinet to respond to.

m. Sandy – Legislative breakfast next week. Policypalooza Finance on Friday.

**13. Town Hall Topics**

- a. March – Foundation
- b. April – FBM
- c. May
- d. June – Caring Campus presentations