

Cabinet MEETING

Tuesday, April 23, 2024

9:00 am – 10:00 am

Zoom

MINUTES

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

Absent: Kalen Wiseth (Workday Training)

1. Collective Conversations-input from all

a. Committee Updates-Anyone have information on their committees?

- i. **Technology/Facilities Committee meeting.** Stacey received the survey results and will work on them over the summer.
 - ii. **Access Committee meets tomorrow** – The committee reviewed the draft Strategic and Enrollment Management plan. Jeff and his team will conduct a final review and work on it over the summer, with the goal to officially launch it in the fall.
 - iii. **Security Task Force** – Meeting July 25th Thief River Falls law enforcement. They will provide training to the Security Task Force members and help prepare for the college-wide live scenario drill for all employees in the fall.
 - iv. **Safety Committee** meets today and will continue to meet throughout the summer.
 - v. **JLG College Branding Tour** – Walked through all sites and looked at common areas and will be developing a branding plan throughout.
- b. **Budget** – Dr. Kiddoo shared the updated budget with input from Kalen and John which will be submitted to the system office in May.
- c. **Vending Update** – Decided to go with micro market with 365. Did receive approval from the system office, and it is currently at the legal counsel at the system office for review. After approval, it will take two weeks to get set up for testing for the summer, full implementation by fall semester. This market system will be the only vending for the college. Clinton will order the doors before final approval, due to the fact that they take 6-8 weeks to arrive.
- d. **Bonding Project Update** – The system office has requested colleges wait on new pre designs for bonding projects so they can work on the list of existing requests. This includes the projects that were planned for a pre-design in TRF, the library, student services, and the nursing lab.
- e. **Library**

- i. **PearsonVue Testing Update** – Stephanie reported that we terminated the contract and will no longer be providing this service.
 - ii. **Supervision** – Meeting with library staff regarding the transition due to the retirement of the librarian. John will be providing an update at the next meeting regarding supervision structure.
 - f. **Positions**
 - i. **EGF Cook Coordinator PT Unlimited** – Dr. Kiddoo requested this position on behalf of Kalen who was absent. It will be a part-time seasonal, with a fall start. Approved.
 - g. **Other Updates:**
 - i. **Student Senate in EGF** – Would like to plan an end of the semester meal for students in EGF. Jeff will connect with Student Senate president to start the planning.
 - ii. **July 5th** – It was determined that this Friday will be closed to the public. Employees may choose to work or take vacation.
2. **Updates from areas-keeping each other informed**
- a. **Institutional Research** – Katlyn has been busy with the surveys, including HEDS. She asked the deans to remind faculty to encourage students to complete the survey. Only 22 responses so far. The deadline is the end of this week. Graduate exit surveys will be going out this week to all graduates. Perkins application is due May 1st. Katlyn will send it to the cabinet for review.
 - b. **Foundation** – Student housing will be increasing rent for students. The board passed to allow minors in housing in the workforce housing buildings. Tours of housing and applications are up significantly. A longtime EGF donor passed away and Lars has received a letter regarding a donation to the Foundation.
 - c. **Marketing** – Chad is currently working on several branding projects. They wrapped a student life van, JLG internal branding project, as well as co-branding projects in Warroad. He is also working with Stephanie and Aaron on NCAT branding. Other projects in marketing include Caring Campus, commencement, and a few web projects to complete for the end of the fiscal year. There is a new liberal arts billboard (ZDegree) going up in EGF, and we will be swapping out every six months.
 - d. **Workforce Development Solutions** – The new manufacturing specialist was hired. Howard started on April 1. His focus is manufacturing businesses in the northern region. They have several contracted computer courses in Roseau this summer as well as several community education and open enrollment courses over the summer. They are also looking at hosting a leadership conference for businesses in the northern region. If anyone has ideas for trainers or speakers for this event, please share.
 - e. **Academics**
 - i. **Marnie** – Facilitating a brainstorming session on Thursday regarding an in-person cohort pilot for TRF.
 - ii. **Monty** – He has been working with a group of faculty on a request for earmark dollars, regarding using drones in agriculture. The amount is

\$500,000. On May 5th, the autobody program is having a car show for the public of all the projects the students have been working on.

- iii. **John** – A student basic needs survey was sent to students. They are hoping to get good insight into insecurities our students are facing. AASC has been busy with curriculum updates including CRMJ changes and new certificates in ADMS. John will share changes with HLC and the system office for approval. They are wrapping up Digi-Key electronics students over the summer, with one course in the fall, as well as working with mechatronics students to get final credits. There has been a lot of hard work done by Sarah Dorn and Lisa Bottem to clear this up. The town hall has been scheduled for May 2nd. An email has been sent out, along with an appointment. The focus will be HLC and academic updates. Reminders: HLC visit next March 31st, team onsite, more information will be coming next fall. Northland did have outstanding concerns that will be addressed in the interim report. More information will be coming soon. Faculty in-service on April 5th was focused on academic program assessment. Northland has revised the assessment cycle, resetting every program this year. They will be building from that over the next three years. Need to provide a college catalog each year. Northland's is currently not in compliance. They are exploring different options to be compliant by July 1. Reviewing Northland's programs for the system office guidebook. John will be taking system office required training over the summer. June 26-28 Marnie, Stephanie, and John will be attending the Student Affairs conference at the system office.
- iv. **Stephanie** – Will be having pinning ceremonies for nursing programs and other program celebrations.
- f. **Student Services** - Career Expo in EGF tomorrow. April 29, PSEO orientations. Opportunity to get on campus and register for classes, meet faculty, and tour Northland. The following week will be in EGF. Grad prep sessions were successful with a huge turn out on both campuses. Over 180 students in EGF. Commencement is just around the corner. Enrollment is looking good, driven by new students up 32%.
- g. **Business Office**
- h. **Marketing**
- i. **Facilities** – Aerospace roofing project – Inspec has been hired for the design and monitoring. Interior branding project with JLG is in progress with the front entry in EGF this summer. We will use branding project results within the bonding project in EGF. TRF theater lobby area and cafeteria will be worked on as well. EGF campus, moving forward on the room 570 wall, starting the second week in May.
- j. **Technology** – Stacey shared that they have run into issues with getting the Zoom phones. The system office will not allow us to purchase licenses until an issue is resolved with another institution. More to come.
- k. **Human Resources** – Michelle and Rachel will be attending the spring CHRO conference this week.

- i. **Workday** - Remind employees to take the required training. Michelle will be sending a timeline when HR services are disrupted.

- ii. **Vacancy Updates**

- 1. Business Manager – Failed search. Will be reposting.
 - 2. EGF Cook Coordinator position – will be posting soon
 - 3. FBM – Roseau and Moorhead are posted
 - 4. Purchasing Coordinator – Interviewing this week
 - 5. Arch Tech Instructor – still open

- 3. **Town Hall topics**

- a. **April – None**
 - b. **May – VP, Academic & Student Affairs**
 - c. **June – Caring Campus presentations**