

# Cabinet MEETING

Wednesday, May 8, 2024

9:00 am – 12:00 pm

TRF Room 662

## AGENDA

**Members:** 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, Kalen Wiseth, and Julie Fenning (recorder).

1. Collective Conversations-input from all
  - a. Committee Updates-Anyone have information on their committees?
    - i. **Smoking near entrances – discussed at campus management; not much that can be done because of location of air intake; Turn current exit by ITS into an entrance and have a smoking area on the sidewalk between that door and the 600 door. Discussed smoke-free campus, but there were concerns on enrollment. \$2k-3k investment to change locks on door. Discussion on tobacco-free campus movement, but tabling for now.**
  - b. Budget
    - i. **Will submit for \$770k of fund balance. Student consultation letters received; no changes to tuition; fees – new health services fee and .25 tech fee increased. Update to FY24 budget is coming soon, should be better than anticipated. Ended up at 1440+ FYE. Going in at 1475 FYE for next year.**
  - c. Vending Update – Hron
    - i. **The Micromarket is still at legal in SO, hoping to get an answer soon so we can get moving. PO closed for the last vendor at this time.**
  - d. Positions
    - i. **Farm Operations Instructor (Resignation – Landman) - Monty Johnson – Posting after July 1. Half time load.**
    - ii. **Kalen gave update – his positions are posted and starting to interview.**
  - e. Master calendar – Fields
    - i. **Need for master calendar for all events. Other schools have master calendar and have a filter. Currently have a process but it isn't used. Need to find a way to get all events on the calendars. Monthly calendar would be helpful so we can see everything happening**

months in advance. Short on staff and resources, so we need a way to get everything on there.

- f. **Non-Program Assessments-Kiddoo**
  - i. Meetings have already happened with department heads. Need to have updated '24 and '25 plans by end of May.
- g. **President Transition-Kiddoo**
  - i. Meetings are be scheduled in June with some Cabinet members. If you have anything you'd like added to binder, please submit it as soon as possible.
- h. **Other Things – Kiddoo**
  - i. Sandy is working with Lars and others to do the required industry match for the Teaching and Learning Environments and the Expanding Industry Sector Programming funds.
  - ii. Experience STEAM postponed for one year; Workday and contracts are making it hard to plan and implement.
- 2. **Updates from areas-keeping each other informed**
  - a. **Institutional Research**
    - i. Summer and Fall enrollment is trending up. Fall FYE and headcount up 24%. Exit surveys should be done today or tomorrow. Perkins Grant is submitted! The Pine to Prairie consortium got 4% less funding than last year, even though state got more. Transportation for camps and career days/equipments is allowable. We need to show what is included in allocation model funding; Kalen has a document from SO that shows what should and shouldn't be included and will share. CTE is up 68%. LA is close to even. Katlyn needs full cost center breakdown for equipment bought with Perkins over the years.
  - b. **Foundation**
    - i. Housing apps are up, about 30 right now. Baseball and wrestling are still coming in. Increased the number of Workforce scholarships – up to 63 for Fall. \$100k-200k donation coming for Farm Ops. Foundation Board is looking at property management for student housing, which would give cost and staffing benefits. Scholarship app is open for until early June for Fall. Industry sponsorships question came up – sometimes the industry buys seats, which goes directly through BO. Donation can't directly benefit the company, so we push them through 3<sup>rd</sup> party pay. Suggested that all advisory committees have standing meeting point of asking for sponsorships. Monty is working with staff to help better run advisory boards; training to faculty and board chairs, invite the right people like Foundation. Stephanie suggested bringing back October event where all advisory boards meet at once.
  - c. **Workforce Development Solutions**

- i. Northland Works program is one way to get corporate scholarship. Kirsten found a document from UND that would be a good one to replicate. Tasha will be out for a couple of weeks on medical leave. Howard and Kirsten were at Polaris recruiting for certificate and Mechatronics in Warroad. Polaris wants to talk internships. Need to check in with Kim to make sure we're on the same page. John and Sandy are going to Warroad. Closer to contract with Northrup-Grumman for local offerings for training. Arctic Cat may have more layoffs, so we'll see how we can help those folks. Polaris is sending students for Intro to Computers class at Roseau campus.

**d. Academics**

- i. Current catalog doesn't meet VA standards. '19-20 is last one that met standard. John reached out to Distance MN for help building it. \$45 an hour to get it done. Marnie will be assigned this to update as a project.
- ii. We have officially on the Location Model by HLC.
- iii. Student Senates brought forth a heritage calendar for next year. Still working to clean it up. John will bring it back for Cabinet to approve.
- iv. Continuing to work with military bridges
- v. HandShake is live and students have received notification
- vi. Examity is shifting to ProctorU, which is not on the approved state list. Options will be reviewed for other proctor services.
- vii. Respiratory enrollment can go from 25 to 36. SO has approved continued use of site. Request will go in for a second cohort.
- viii. Radiology has a full year waitlist.
- ix. LPN special application is out for TRF program because apps are lagging. We need 8-10 students. Apps are up for EGF and Online.
- x. Catholic hospital contract is still under legal review.
- xi. FBM and Farm Ops faculty openings are posted.
- xii. Clinton's team helped clean up Aerospace campus with junk sitting outside
- xiii. Fractured credits finally being cleaned up.
- xiv. Carpentry house isn't complete but we will auction off as is.

**e. Student Services**

- i. Graduation reminders
- ii. FAFSA is still trailing significantly.
- iii. Voter Registration Grant request will be submitted to Levi corporation.
- iv. Pioneer Pantry Update – Phi Theta Kappa is working with SS to get a plan for next year. UMN Extension office came and gave us the stamp of approval. In summer, students will be pushed to community resources.

**f. Marketing**

- i. Allied Health is next up in the rotation for next year

- ii. Lead reports are now automated through Salesforce
- iii. In order for events to be well marketed, we need more lead time. Ideally this is no less than six months.

**g. Facilities**

- i. Fill out the facility request forms early for summer so that we can get coverage.
- ii. UND Trio group is coming to Aviation
- iii. Building hours are 8-5 M-Th and 8-12 on Fridays. Buildings will be open for events outside that town and at 7 in the morning for employees.
- iv. Fitness Center and open gym is closed for summer to students.
- v. Kick-off meeting for Aerospace roofing project design. Goes out to bid in Nov.-Dec and start May 2025.
- vi. Bonding project in EGF has been submitted to the state. Needs to be presented and approved with state and then move into design phase. Looking at how academics will be delivered during construction times.
- vii. New burn structure for Fire program in EGF is being prepped.
- viii. Contractor is coming to build approach to get Carpentry house out; should start work in July.
- ix. Shed is being delivered for Pioneer Patch; top soil loads coming in, tiller and equipment has been donated. There is a fence and gate to surround it.

**h. Technology**

- i. Zoom phones are coming; purchased 40 licenses from Central Lakes. Old video conference equipment will be removed and telepresence rooms will be updated. Roseau equipment is also gone.
- ii. Security audit with SO on-going. Updating to meet new security standards.

**i. Business Office**

- i. WorkDay deadlines were sent out for PO, P-card, and direct pay. Use P-card in June. ISRS still used for all FY24 reporting.
- ii. Staffing will be dedicated to Work Day heavily starting next week.

**j. Human Resources**

- i. Teleworking Requests
  - 1. Julie Fenning – 2 Days of Summer Telework Effective 05/15/24 (Kiddoo) - **Approved**
  - 2. Lindsay Kuntz – 2 days of Summer Telework Effective 05/22/24 (Pool) - **Approved**
- ii. Workday
  - 1. Reminder to Cabinet – Thanks to those who have completed training! Please encourage your direct reports/their direct reports to complete.

**iii. Vacancy Updates**

**1. Contract & Purchasing Coordinator – Filled, Alicia Tanner**

**3. Town Hall topics**

**a. June-Caring Campus presentations**