

President’s Cabinet

Present: Chad Sperling, John Fields, Abdul Chamma, Don Fischer, Kirsten Michalke, Stacey Hron, Kalen Wiseth, Sara Johnson, Michelle Benitt, Clinton Castle, Johnathan Beck, Shari Olson, Topanga Brown

Absent: Joseph Agbeko

AGENDA

10:00 am - 10:10 am	Check-in
10:10 am - 10:20 am	<ul style="list-style-type: none"> T4 event in EGF on 11/6-7 – Chad- Meetings have been had and the programs are decided for the event. Next meeting will start prep for the event. There will likely be 550 students each day. Livestreams of the presentations in classrooms will be available due to space issues. Capacity limits need to be monitored during event. If any concerns, bring them to John or Maura. There are plans to bring similar event to TRF in the spring. Questioned if lanyards should be provided instead of name tag stickers. Denied due to cost and efficiency.
10:20 am – 10:35 am	<ul style="list-style-type: none"> Equity Champions on Hiring Teams (Equity 2030) – Joseph: Not Discussed due to Joseph being absent for trainings.
10:35 am – 10:50 am	<ul style="list-style-type: none"> Adequate office space at the aviation campus- Don- Handout- There are 3 full time and 2 or more part time employees at Aerospace campus. Cubicles provide no privacy. When giving tours to visitors and new people, the office area is skipped due to appearance and lack of space. Stated it is too expensive to do brand new office space according to an architect in the past. Total office spaces needed is undetermined at this time. Action- Clinton to give ideas of potential options. Idea to change copy room and storage spaces into offices. Stated need for floater offices for visitors. Action- Clinton and Don to discuss ideas and bring solutions to Cabinet in 1 month.
10:50 a.m. - 11:00 am	<ul style="list-style-type: none"> Program Codes-Kalen Informational Handout- Integrated Postsecondary Education Data System (IPEDS) is used to show how money was spent, now it does not. When filling out expense report, make sure Program Code is correct with cost center. RCE's have helped fix issues. Action- All cost center managers to review program codes to make sure they are correct. Kalen to send more information via email to Cabinet. Shari and John to create event for supervisors and Cabinet to learn how to use codes. https://nces.ed.gov/ipeds/institution-profile/174473 If code is incorrect, contact Kalen. Instructional Equipment- Kalen Informational Handout- \$261,454 (Leveraged Equipment = \$123,781 and Perkins Equipment = \$137,673) available with no match requirement. Requests are due October 24th. Action- Kalen to add Perkins coordinator. VP group will make final selections. Money needs to be spent by January 31st or it will be recouped. FFT is meeting to discuss selections on October 6th. Leveraged Equipment funding is designated for high demand programs, Perkins funding is to fund new and innovative equipment currently being utilized in industry. Divisions chairs will discuss during meeting on 10/28/25. Memos go

	<p>out to FFT on December 12th. Action- John to take priority requests to Kalen. Less money was received this year due how the equipment allocation funds were distributed. Federal grant funding counts for match requirements.</p>
11:00 am – 11:10 am	<p>Open Agenda-</p> <p>Program Suspension- John- Surg. Tech classes were voted to be suspended by Academic Affairs and Standards Council (AASC), not closed. In Minnesota, Pharm Tech job requirements are moving to on-the-job training vs. 2-year degree. John is moving to suspend and eventually close the program. Paramedic program – there is support from Altru for some type of industry support for this program.</p> <p>Student Workday- Michelle- HR will be in charge of student workday/work-study tasks in the future. Michelle will be created a job within Human Resources address this workload. On-going need 2026 through full implementation in 2029.</p>
11:10 am – 12:00 pm	Check-out
	<p>Future Meeting Agenda Items:</p> <ul style="list-style-type: none"> -EGF Pantry wall- Sara -Equity Champions on Hiring Teams (Equity 2030)- Joseph

Noted: