

## President's Cabinet

**Attendance:** Stacey Hron, Shari Olson, John Fields, Kalen Wiseth, Michelle Benitt, Don Fischer, Jon Beck, Clinton Castle, Joseph Agbeko, Sara Johnson, Kirsten Michalke, Topanga Brown (Recorder)

**Absent:** Chad Sperling, Abdul Chamma

### AGENDA

10:00 am - 10:10 am	Check-in
10:10 am - 10:30 am	<ul style="list-style-type: none"><li>Bonding Process- Clinton (Incomplete Handout)<ul style="list-style-type: none"><li>Expressed need for understanding of rules for bonding projects from MNState. Northland was given \$3.2 million for the project, and came in \$1 million under bid, which allowed the College to complete some of the ADD ALTS., listed in the original plans with \$540k left over. According to MNState rules, we are only allowed to do what was in original design, so we cannot spend leftover money without system approval. Bonding projects with surplus funds go into system-wide HEPRA fund. Faculty Shared Governance Council shared concerns about money allocations at last meeting. A punch list is being worked on, including a door that arrived damaged, which will take about four weeks to replace. <b>Action- Clinton and Kalen to work on education document and send to all employees. Clinton to send full handout to Cabinet.</b></li></ul></li><li>Facilities Budget and R&amp;R Budget- Clinton<ul style="list-style-type: none"><li>States many misunderstand the purpose of R&amp;R funds, which is to repair and replace equipment and facilities, not buy new items or build new walls/facilities. Example: the new office in the business center can use R&amp;R for carpet and paint, but cannot be used for new walls. Able to do a one-time adjustment at the end of the fiscal year if there is money left over. There is a long list of issues on all campuses that need the R&amp;R budget first. States we went \$75k over budget last year. <b>Action- Push ideas and proposals to councils for recommendations. Stacey to clarify in proposal form that there is no guarantee of funding. FFT to discuss Zeigler proposal at next meeting.</b> Affected supervisors and councils will be sent proposal forms.</li></ul></li></ul>
10:30 am – 10:45 am	<ul style="list-style-type: none"><li>Title II Accessibility Requirements- Sara<ul style="list-style-type: none"><li>PDFs are not accessible or ADA compliant, so they will not be allowed on website. Goal is to eventually change everything to HTML's, but is a long process. Questioned if information should be shared at in-service. Questioned if we should hire support for this task, as it needs to be done by February 1<sup>st</sup>. <b>Action- Sara to send information to division chairs. VPs to talk about next steps at upcoming meeting and include Chad and Topanga. Chad to find help if needed to complete task by deadline. Sara to email faculty ADA compliancy information.</b></li></ul></li></ul>

	<ul style="list-style-type: none"> <li>• <del>Policy and Procedure Updates</del> Moved to next meeting due to time</li> </ul>
10:45 am – 10:55 am	<ul style="list-style-type: none"> <li>• Coverage For October Absences for Academic Affairs (ASA Conference in Brainerd)- Shari <ul style="list-style-type: none"> <li>○ Sara, John, Joseph, and Mahogany will be absent October 28<sup>th</sup> through November 1<sup>st</sup>. Action- John and Sara to figure out coverage and communicate to all employees and faculty.</li> </ul> </li> </ul>
10:55 a.m. - 11:05 am	<ul style="list-style-type: none"> <li>• No Trespass Order (Informational Handout) <ul style="list-style-type: none"> <li>○ No trespass order put into place due to individual's two incidents on campus in last week. Individual's student application has been cancelled. Has a brother that has also tried to get on campus, but neither are students here. Idea to have scanned entrances for students and staff to have more restricted access to building. Action- Stacey and Clinton to share necessary information with their teams. Sara to send email to Stacey and Clinton.</li> </ul> </li> </ul>
11:05 am – 11:20 am	<ul style="list-style-type: none"> <li>• Vex Robotics Equipment and Trailer- Don <ul style="list-style-type: none"> <li>○ Discussed process of disposing of equipment. Questioned if college can use trailer for other purposes. Yes. Action- Don instructed to talk with Kalen about topic.</li> </ul> </li> <li>• Secretary of State, Steve Simon, Pennington County Visit-October 23<sup>rd</sup> -Sara <ul style="list-style-type: none"> <li>○ Questioned purpose of event and if college has the ability to host due to the event being so close. Decided not to host event this time. Action- Sara to decline visit.</li> </ul> </li> </ul>
11:20 am – 11:30 am	<ul style="list-style-type: none"> <li>• Budget Timeline Draft- Kalen (Handout) <ul style="list-style-type: none"> <li>○ Discussed non-personnel expenditures. Shared goal to increase communication with faculty and program managers.</li> </ul> </li> </ul>
11:30 am – 11:50 am	Open Agenda
11:50 am – 12:00 pm	Check-out
	Future Meeting Agenda Items: <ul style="list-style-type: none"> <li>• EGF Food Pantry Wall- Sara</li> <li>• Policy and Procedure Updates- Topanga</li> </ul>

Noted: