

# President's Cabinet

Attendance: Topanga Brown (recorder), Shari Olson, Kirsten Michalke, Chad Sperling, Stacey Hron, Kalen Wiseth, Don Fischer, John Fields, Abdul Chamma, Sara Johnson

Absent: Joseph Agbeko, Michelle Benitt, and Jon Beck

# AGENDA

10:00 am - 10:10 am	Check-in
10:10 am - 10:30 am	<ul style="list-style-type: none"> <li>(Standing Agenda Item) PDF Conversion Progress- Chad- Shared updates on where we are at in the process. Communication was sent out to all faculty and staff that may have documents on our website to audit and ensure ADA compliancy. States there are 700+ PDFs on site at this time, but about half can be changed quickly. Questioned accessibility with using Word documents if user does not have Word on device. The owner of each document is responsible for making it accessible. Policies and Procedures of the college are reviewed on a three-year cycle. Plan is to address in stages. Action- Jon to send out process to staff and faculty. Chad to send spreadsheet of needed updates.</li> <li>As of 11-3-25:  <div> <div>Accessibility overview</div> <div> <div>Score details ?</div> <div> <div>A Level A ? 91.4/ 100</div> <div>AA Level AA ? 83/ 100</div> </div> </div> </div> </li> </ul>
10:30 am – 10:45 am	<ul style="list-style-type: none"> <li>GROWTH Communication Strategies- Jon (Moved to next Cabinet meeting due to absences.)</li> <li>STEM Outreach Initiatives- Jon, Don, Kirsten (Moved to next Cabinet meeting due to absences.)</li> </ul>
10:45 am – 10:55 am	<ul style="list-style-type: none"> <li>Chain of Command Policy Change- Shari- Motion to change chain of command from list of 8 to list of 4. If extenuating circumstances occur, a designated person will be identified to take charge. Action- Topanga to change policy and send to Chad.</li> </ul>
10:55 a.m. - 11:15 am	<ul style="list-style-type: none"> <li>ASA Updates- <ul style="list-style-type: none"> <li>Pharmacy Tech program- Will be moving to close program</li> <li>T4 event in EGF 11/6-7- Reminder of event</li> <li>Paramedicine program accreditation- John will provide updates next time</li> <li>MNState ASA Fall Conference in Brainerd 10/28-31- Handful of people scheduled to be in attendance. Coverage will be sent to faculty and staff.</li> </ul> </li> </ul>

<b>11:15 am – 11:50 am</b>	Open Agenda- <ul style="list-style-type: none"> <li>Flowers for Lynn McGlynn from NCTC CareFund <ul style="list-style-type: none"> <li>After further review of CareFund guidelines, we are unable to send flowers from this fund. The NCTC CareFund is for births, death in the immediate family, and marriage.</li> </ul> </li> <li>Reminder to only bring problem solving items to Cabinet meetings</li> <li>ADawn Nelson will be joining our meetings starting November 6<sup>th</sup>.</li> </ul>
<b>11:50 am – 12:00 pm</b>	Checkout
	Future Meeting Agenda Items: <ul style="list-style-type: none"> <li>GROWTH Communication Strategies- Jon</li> <li>STEM Outreach Initiatives- Jon, Don, Kirsten</li> </ul>

Noted: