

University Cabinet Minutes

May 16, 2012

Present: Brent Askvig, Stephen Banister, Mikhail Bobylev, Caren Barnett, Lynda Bertsch, Linda Cresap, Lisa Eriksmoen, Brian Foisy, David Fuller, Russ Gagnon, Dale Gehring, Kevin Harmon, Rick Hedberg, Cathy Horvath, Dick Jenkins, David Klassy, Roger Kluck, Lenore Koczon, JoAnn Linrud, Teresa Loftesnes, Holly Major, Wes Matthews, Annette Mennem, Susan Ness, Neil Nordquist, Beth Odahlen, Cari Olson, Leon Perzinski, Rebecca Porter, Carlos Soza, Vicki Troftgruben, Doreen Wald, Kris Warmoth, Jonelle Watson and Deb Wentz

Absent: Libby Claerbout, Conrad Davidson, and Marv Semrau,

Guests: Dan Ringrose (for Arts & Sciences)

Approval of minutes – minutes of the March 21, 2012 meeting were approved as written

New Business

1. Senate Reports

Faculty Senate

Faculty will start the year off reviewing the recommendation by the SGA for a more timely review and posting of student grades.

Staff Senate

Elections were recently held and officers are: Vicki Troftgruben, President; Darla Weigel, VP; Sherri Giessinger, Secty/Treas; Linda Benson, Past President.

We will continue work on the proposal to the NDUS & SBHE for increased salaries for employees due to the competition and increased expenses due to the oil industry. We have started the new staff tours again and these are conducted every other Monday – they are well received from new staff. NDUSS is presenting a tuition proposal to the SBHE for their consideration. Senate will meet with Dr. Fuller on May 23 to provide input as to where the institution should be heading. Staff Senate is open to any suggestions for the Fall Kickoff event – if anyone has any, please forward to Vicki or any of the senators.

2. Roundtable Discussion – reports on successes in the past year and focus in the coming year:

VPAA – talk is all about efficiencies and changing how we do business and closer look at low enrolled classes. Retention continues to be a focus as well which we need to work hard at. General ed will be voted on by faculty senate next year and would require a lot of work.

Education and Health Sciences – nursing continues to be a very strong program and with the help of the Trinity grant, we have been able to increase the number of students in the program. There will be a

leadership change in Social Work. Areas of focus in the coming year are to look at the faculty assessment policy and low enrolled programs.

Library – received federal recognition for their services. Despite budget cuts the library was still able to accommodate faculty requests. Next year there will be a greater focus on efficiencies as well as implementation of a new search tool.

HR – will be issuing a handbook for supervisors soon; also will have a comprehensive training schedule soon which will include all training opportunities for employees.

Veterans Center – this year saw the development of the Vets center and completion of a strategic plan. Focus next year will be on prior learning assessment, recognition of military holidays and researching a possible new area for the center on campus.

Controller – spent this year fine-tuning processes and streamlining office duties. Will be focusing next year on more oversight to avoid any unfavorable audit findings.

ITC – has been a good year with no major outages. The Data Center will be up and running by June 8th; all ITC equipment will be centralized in one area. Working on the fiber rebuild and strategic IT planning.

NDCPD – completed a center review and revised the vision and mission statements. Continue to look for grant opportunities as well as efficiencies within the center.

Housing – were very busy with housing over the summer/fall and brought new housing on line. Next year's numbers look to be very similar to last year – 608 have been assigned. Appears that the Beaver Lodges are full this fall. If we do not have on campus housing available, the Residence Life Office will act as a clearinghouse for students to find housing elsewhere in town. Heather will be leaving in July so we are currently in the process of looking for a replacement,

Student Health – had a typical year last year seeing between 1,800 – 2,000 students; continue with education sessions in the residence halls. Next year will be busy with the opening of the new Wellness Center.

Marketing – Be in the Know Sessions were successful this past year; the branding refresh with Woychek was rolled out this year; the Marketing Committee has been working well. Next year will focus on more public relations functions – get out more in public.

Public Information – concentrated this year on streamlining publications and preparing a schedule so there is time to prepare for events and such rather than just working in a reactionary mode. Next year the distribution database will be tightened up; review of publications will occur to make sure the news/information is relevant; the campus newsletter, Inside, will now be produced by the public information office; fine tuning parameters of our publications to determine what needs to go where.

Sodexo – Beaver Creek Café opened and was very successful. It has been a challenge to keep staff. Next year the focus definitely will be to hire qualified staff (pay more). During the summer months, Buckshot's will be a one stop shop – no other food venue will be open.

Institutional Research – had to re-focus efforts this year after the NDUS issued new mandates regarding assessments and accountabilities – much had to be put on hold. This did allow time for analysis on retention/grad rates. Next year will continue to focus on retention/grad rates; development of a data base to track students from prospect to graduation. Will also look at professional development on Dashboard.

CETL – tutoring was very successful this year; the supplemental instruction continues to grow; offered campus-wide engagement opportunities this past year; active in Campus Compact. Next year is a continued focus on why students stay or leave; increase participation in engagement events; work with the Registrar on putting an engagement honor roll designation on student's transcripts.

Registrar – Crystal will be leaving MSU to teach in Berthold. Next year will have a system to interface with PeopleSoft and the on-line catalog.

Grad School/RSP – application process is now handled in Admissions and is going well; our "M" logo is now copyrighted.

Arts & Sciences – past year was a year of adjustment and recovery for a lot of folks on campus. Focus in the coming year is to not forget what we are here for – to teach and do it well. Must support strong programs and look at those not performing as well.

Printing – much work done on brand refresh as all print projects were affected. Next year will be challenge to try to get through the price increases they have.

Athletics – was a trying year for our teams because they were on the road so much due to our independent status. Will know for sure in July whether or not we are a full member of NCAA DII. Next year will bring in a new ticket system for games; fundraising efforts will be more focused; an agreement will be completed soon so our merchandise will be in more retail areas. We will also focus on student retention with our athletes.

College of Business – was a good year with the remodel and reopening of the Slaaten Center and the soon to be open, student run coffee shop. We will continue these efforts in the coming year.

Center for Extended Learning – we will be offering a 5th energy symposium thanks to a Department of Energy Grant. Next year will be assisting the VPAA to expand our presence in the Bismarck area as well as focusing on adult learners.

Student Government Association – SGA was very proud of their work on the grade reporting resolution which is now at faculty senate for consideration. Next year will include increasing the student engagement on and off campus. They have a "street crew" identified to help promote all activities taking place on campus from sporting events to theater, concerts, etc.

Student Success Center – early alert was a successful program this year. Next year will build more resources for career exploration and enhance employer relations and internships.

POWER Center – year is spent trying to meet the federal guidelines for the center. Next year more focus on developmental classes – will be hosting a Math Boot camp.

Native American – Powwow went well – next year’s event is set for April 26 – 27. Next year focus is on recruitment; retention – will be offering workshops to work on skills to help students be successful; update and refresh the NA Center.

Enrollment Services – this year a lot was done with the SEM plan. Next year will involve implementation of key areas of the plan and also looking at expanded office hours across campus to better serve our adult learners.

Financial Aid – we will be consolidating all consumer information to one page to better serve students; will be reviewing and revising award programs.

Business Office – there will be more financial analysis/budgeting/interactions with others on campus

Facilities Management – lot of initiatives have taken place within the office to streamline procedures, etc. Next year will again be spent working with FEMA to try to get everything put back to pre-flood status.

Bottineau – reminded everyone that we do have Passport program to help high risk students be successful. Next year working more on developmental math and English courses

Student Affairs – did amazing work with student housing – ordered it in July and had it open and online in October. The challenge next year will be to keep the residence halls up to date – will look at partnerships for the future.

3. Announcements/Acknowledgements

The following people were recognized for their help with the College Goal Sunday: Lindsey Benson, Laurie Weber, Kathy Nelson, Dale Gehring, Merri Jo Connole, Tiffany Fylling, Pam Hopkins, Kelly Lichtenberger, and George Withus.

Thanks to the following for their help with the commencement ceremony: Korie Huettl, Ann Bougard, Melissa Cantone, Sue Krebsbach, Lynda Bertsch, Heather Martin, Kathy Neshem, Shan Haarsager, Tiffany Fylling, Amy Woodbeck, Jancy Brisson, Jolina Miller, Laurie Weber, Kathy Nelson, Crystal Michels, Connie Teets, Erica Sundahl, Darla Weigel, Lynda Opp, Teresa Loftesnes, Jana Schultz, Deb Kinzell, Mallory Brodal, Deb Wentz, Celeste Simmons, Penny Brandt, Cari Olson, Julie Keller, Karen Brunner-Wright, Diane Pierson, Mikhail Bobylev, DeVera Bowles, Linda Cresap, Richard Jenkins, Roger Kluck, Lenore Koczon, Gerri Kuna, Annette Mennem, Cassie Neuharth, Scott Peterson and his team, and Linda Pettersen

Daniel Clegg, a custodian, lost everything in a house fire earlier this week. Plant services will be organizing a benefit drive for Daniel and his family. Look for announcement soon.

Lisa Johnson, NDUS director of articulation and transfer, located on the MSU campus, has been the acting Registrar for Dickinson State since January. It has been a challenge for her and her family so if you see Lisa please commend her for stepping in to assist DSU.

4. President's Report

Much has taken place since our last meeting. Items to note:

- Commencement
- Capital Project proposal
- Art facility
- Walter Piehl Gallery
- Board of Regents meeting
- Budget
- President Developmental Leave (Month of June)
- SEM retreat
- Enrollments

Meeting adjourned at 11:10

Submitted by Deb Wentz