

University Cabinet Minutes  
June 17, 2015

**Present:** Brent Askvig, Stephen Banister, Caren Barnett, Libby Claerbout, Linda Cresap, Lisa Eriksmoen, Brian Foisy, Russ Gagnon, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Dick Jenkins, Gerri Kuna, Teresa Loftesnes, Forrest Macy, Holly Major, Wes Matthews, Devin McCall, Annette Mennem, Jacek Mrozik, Cheryl Nilsen, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, Rebecca Porter, Marv Semrau, Steven Shirley, Brian Smith, Melissa Spelchen, Doreen Wald, Kris Warmoth, Jonelle Watson, Laurie Weber, and Deb Wentz

**Absent:** Lynda Bertsch, Alex Buchholz, Conrad Davidson, Lenore Koczon, Alysia Huck, and Lori Willoughby, and George Withus

**Guests:** Shan Haarsager, Darren Olson, Linde Paige and Zeni Shabani

**Approval of minutes:** minutes of April 16, 2015 meeting were approved as written.

**New Business**

This will be the last cabinet meetings for Caren Barnett and Dick Jenkins and we thank them for all they have done over the years and wish them well in their retirement years.

With the many senate elections and positions being filled we want to welcome all new members who will be attending in the coming year.

**1. Senate Reports**

**Faculty Senate**

Senate Vice President Zeni Shabani provided the following report:

- Elections were completed in April - Linda Cresap is the new president; Zeni Shabani is the vice president; and Connie Geyer will serve as secretary. This is the first time in a long while each of the colleges has been represented in the top three officer positions.
- There are still come committee positions that need to be filled and this will take place in the fall; an ad hoc committee has assessed the various faculty committees and has made recommendations for changes as needed
- Faculty survey has been analyzed and recommendations have been made
- Ad hoc committee has been formed to work with Enrollment Services to implement Starfish
- Faculty evaluation process will be moving to an electronic format

**Staff Senate**

Senate president Forrest Macy provided the following report:

- The ND Staff Senate will be meeting next Monday and Tuesday in Devils Lake; Forrest will attend and possibly E. Klimpel
- Had the first organizational meeting yesterday and now have seven new members; M. Rudnick is the vice president
- Have started planning for the fall kick-off and possibly hosting at a new venue this year
- Continue to assess and review committee functions and address changes as needed

## Student Government Association

- No report provided

### **2. President's Report**

- The SBHE meets next week in Fargo – it is their annual 2-day retreat; there are many new members as well as a new Chancellor
- DCB Campus Dean, Dr. Grosz is retiring as of June 30<sup>th</sup>; a search committee has been formed and are in the process of reviewing the qualifications of the 19 applicants
- Williston State has decided to terminate their affiliation with the two-year nursing program with Trinity Health; DCB will now be providing this service to Minot students, however, until all approvals are obtained for them to offer the program on the Trinity campus, they will need to have space on the MSU campus to accommodate these Minot students. We are working on the transition with them
- This week Friday, we will be meeting with a community facilities subcommittee regarding funding to help install an air supported seasonal dome for the Herb Parker stadium. The cost is about \$2.1 million and we are proposing that we would raise money to cover half through our generous donors and the city would fund the other half.

### **3. Announcements/Acknowledgements**

Honors – Melissa Spelchen has taken over as the interim director for the upcoming fall semester

Student Affairs – Jenkins thanked everyone for all the dedicated work over the years as well as the good memories and wished everyone the best as he leaves for retirement

Athletics – summer camps are going strong with a good number of area athletes participating; the video board installation will begin on July 6 and it will take about two weeks to finish

HR – contracts and salary letters will go out either late this week or the beginning of next

IR – working on several items including: IRB proposal, NSSE results, US News results, and working with staff senate on conducting a staff satisfaction survey. Will be busy with HLC data compilation as well as assisting the Registrar with data assessment for the TK20 software

CEL – College for Kids is in full swing with good participation

POWER – still waiting to hear about the grant funding; will be conducting three sections of Math Boot Camp

Registrar – had another successful commencement ceremony on May 15<sup>th</sup>; busy posting degrees

Grad School – had a successful hooding event on May 15<sup>th</sup>

Student Center – search is still going on for a director for Sodexo food service on campus; there are four open positions in MN and ND so that has brought some challenges; will be looking a different route for the Homecoming parade since downtown is under construction

Advancement – Alumni Association is hosting Friend Raising Golf events at various communities in the area – please join them if you can as it is a great opportunity to meet scholarship recipients and their families as well as build a good relationship with these communities; the Development Foundation has purchased a property on 8<sup>th</sup> street with the plan of possibly having housing available for faculty, staff and students; the Foundation has also formed a sub-committee to look at possible uses of the Augustana property to the south of campus; the legislature has approved the Challenge Grant for the coming year and we look forward to participating

Publications and Design – the office will be a little short-staffed for a while as one person is on leave, please be patient with any requests; we will once again be placing bulk orders for stationary and envelopes in August which results in substantial savings so please hold off if you can on ordering

Arts & Sciences – several new chairs for the upcoming year including:

G. Rabe – CJ

A. Deufel – Biology

L. Geller – Math

\*R. Kibler – English/Foreign Language

\*A. Smith – Communication Arts/Art

\*The Division of Humanities is still one division – Kibler and Smith are co-chairs but oversee specific areas

Veterans Department – hosted a Memorial Day event as well as a Flag Day event; will attend a workshop in Bismarck tomorrow; working on peer mentoring program “Red, White, & Blue”; have participated or spoken at several Veterans events

Marketing – still in need of State Fair workers; parade will be held on July 18<sup>th</sup>; partnering with others to update recruitment information; special acknowledgement of Karen Self, Facilities Management, for all her work in moving plants for the inauguration and commencement events

Bookstore – quiet time of the year; getting book orders in for fall – at 60% right now; looking at hosting a VIP night after school starts, not sure if it will be just for freshman students or all students

CETL – looking for a few more peer tutors for fall; have 22 FYE opportunities for the fall with one already full; peer mentor positions are all filled; Day of Giving will be held on September 11 so watch for volunteer opportunities; Transitions will be held August 17-21 and again on August 24 – please consider taking part in the student activities – times are 10:00 – 12:30 and 2:30 -4:45

Financial Aid – disbursement for summer has been completed; staff training continues

Native American – updated the group on last year’s club president and how she is faring with her medical issues; HEROES annual conference will be September 10-11 in Bismarck

Ed & HS – the new dean is slowly transitioning into her position with some faculty candidate interviews for the college among other things; hopefully will be moved into the office by July 6; thanks to all for the positive support and generous congratulatory comments

NDCPD – A. Armstrong and H. Liccini are at a national leadership conference this week that only selects 15 people to attend – it really speaks of the competency of our staff to have two selected from a nation-wide pool to attend; July 26 is the anniversary of the Americans with Disabilities Act; NDCPD will hold their annual Consumer Advisory Council meeting on July 10-11

ITC – very busy with upgrades in the residence halls; need to work out some details in regard to legislative initiatives

International Programs – hired a new Study Abroad Coordinator; updating web site and printed materials over the summer; Director just returned from Norway where she had good conversations with Telemark to look at offering packages more advantageous to students which will help to strengthen the partnership

Student Health – thanks to all for the wonderful years at MSU – best job she has ever had but looking forward to retirement; M. Fettig will take over the duties on July 1

Student Development – busy with Connect sessions; planning for fall

Security – employees will be easily identified with more professional uniforms that should be here soon; work continues on Cleary Act compliance

Housing – we are 80-85% of capacity for the fall; apartments are all full with students on wait lists; will be attending a two day training in Grand Forks next week on a software upgrade that will help streamline work; summer housing has about 90 students in Lura Manor; camps check out this afternoon and then we get ready again for July; Crane also is occupied by a few different groups

DCB – search has begun for a new Passport Coordinator in Minot; DCB campus is hosting Bike the Border this weekend

Enrollment – K. Tyler has been named the new director; will be rolling out Starfish soon; hosting 140 students tomorrow and Friday for Connect sessions; fall enrollment numbers are about the same as this time last year

Business Affairs – thanks to all who completed the compliance training – we reached 100% participation; deadlines for end of year processing need to be adhered to; working on year end and annual budget

College of Business – needed to address some technical comments from the accreditation team which has now been completed and submitted - just waiting for final notice that concerns have been addressed; searches continue to fill three faculty positions and one clerical

Facilities Management – many projects around campus most notable, landscaping (replace trees that had to be removed last year) and Dome improvements

Library – new Catalog Librarian will be starting soon; will be hosting a retreat on July 15 for library staff; furniture has been ordered and hopefully, an open house can be scheduled in September to invite the campus to see the improvements in the library; finalizing budget

Admin & Finance – the geothermal system will need to come off-line for the following buildings in order to assess a potential leak:

Dome  
Library  
Swain  
Moore  
Wellness  
Memorial

This process could take up to two weeks which means there will be no air conditioning to these buildings during that time. Managers are asked to be mindful of weather conditions and allow for flexible scheduling, relocation to another space on campus, and allowing people to schedule vacation during this time should the conditions become unbearably warm.

Adjourned at 10:40 am  
Respectfully submitted, Deb Wentz