

University Cabinet Minutes  
September 20, 2017

**Present:** Stephen Banister, Lynda Bertsch, Paul Brekke, Libby Claerbout, Lisa Dooley, Russ Gagnon, Laurie Geller, Rick Hedberg, Mike Linnell, Teresa Loftesnes, Holly Major, Devin McCall, Janna McKechnie, Annette Mennem, Beth Odahlen, Cari Olson, Linda Olson, Leon Perzinski, Rebecca Ringham, Steven Shirley, Jessica Smestad, Brian Smith, Katie Tyler, Marc Wachtfogel, Doreen Wald, Jonelle Watson, Laurie Weber, Deb Wentz, Brent Winiger, George Withus

**Absent:** Brent Askvig, Andy Carter, Melissa Fettig, Patrick Friley, Kevin Harmon, Andy Heitkamp, Gerri Kuna, Jerry Migler, Jacek Mrozik, Gary Orluck, Aaron Richard, Kris Warmoth, and Lori Willoughby

**Guests:** Penny Belgarde, Ann Bougard, Hilory Liccini, Jolina Miller, Steve Swenson, and Lori Willoughby

**Approval of minutes:** minutes of July 19, 2017 meeting approved as presented.

**New Business**

**1. Senate Reports**

**Faculty Senate**

Senate president, L. Olson provided the following report:

- First senate meeting is this Thursday
- All information is posted on SharePoint and all are invited to review
- The senate will have a lot of work to do with policies/procedures as we no longer have the deans tier in the approval process

**Staff Senate**

Senate president, M. Linnell provided the following report

- We were able to cut 1/3 of the cost of the Fall Kickoff from the previous three years due to the work of senate in obtaining donated items
- Will be hosting a fall vendor show on campus to raise money for the staff senate scholarship
- Staff satisfaction survey results are on line now
- Working on staff handbook

**Student Government Association**

- Should have a full senate next week
- Conducted the campus safety walk during the last meeting

**2. HLC**

- Currently editing the argument
- Still have a couple more sessions (Tuesday mornings) to go through rest of the Criteria

**3. Enrollment figures**

R. Ringham presented the 4<sup>th</sup> week enrollment numbers. We are down about 5.7% from fall a year ago. An encouraging trend is the continued increase in new freshmen students and in International students (non-Canadian).

**4. President's Report**

- It is Homecoming Week and many events are taking place; thanks to everyone who has helped with all the activities
- Just received word that L. Feldner is no longer employed with the NDUS

## 5. Announcements/Acknowledgements

CETL – currently have the Unity Project taking place right outside the Library; please encourage participation.

Advancement – please attend all the events taking place; the NW Art Center renovation is moving along well and should be done by end of the year; we have received \$1M from the community facilities for the Dome seating – need to raise ½ million more to receive the funds

Finance – thanks to all those who are working hard with less budgets and in some cases, less staff

Athletics – many events to take in this week

CEL – J. Mrozik is currently visiting all off campus sites – today he is in Fargo; College for Kids is looking for ideas to offer during the winter break

Career Services – health care job fair will be on October 3; the Etiquette lunch is scheduled for October 17<sup>th</sup>

Student Center – looking for volunteers to help with lining up the parade in downtown on Saturday – be there at 9:15

Publications & Design – bulk orders for stationary should be here soon; faculty/staff directories should be done by Friday – if you want a hard copy let the Office of University Communications know

Alumni – everyone is invited to the alumni reunion at the Holiday Inn on Friday night

HR – looking at data consistency; passed our recent audit on background checks

POWER – November 8<sup>th</sup> will host first annual First-Generation College Celebration

Wellness – will be hosting a blood drive on October 5; there is a wellness benefit presentation this afternoon in Swain; presenting Step Up campaign to student groups

Financial Aid – busy helping students get their bills paid; working on updating the web site; FAFSA opens on October 1 for the 2018-19 year

Marketing – for the Homecoming tailgate, Minot's First Assembly of God church will be providing a free lunch; have been meeting with department chairs to see what their needs are

International – held a Study Abroad Fair two weeks ago which was very well attended; currently have three students abroad; please remind your departments that international students are limited to working only 18 hours/week; had 100% attendance this year for the F1 Orientation; hosted an open house yesterday for the multi culture area

Veterans – completed the first year as a proposal reviewer for the Student Veterans of America National Conference; thanks to all that attended the 9/11 and POW/MIA events; the Veterans Club provided volunteer hours at Lee Wok; Minot American Legion Women's Auxiliary presented four MSU students with \$500 scholarships for 17-18 year; 91<sup>st</sup> Missile Wing Senior Leadership will be on campus October 10; Veterans Stand Down is October 26

Native American/Diversity Council – the Diversity Committee does have funding to help with events – must complete the form; attended the H.E.R.O.S conference in Bismarck; Dr. Shirley, K. Harmon and A. Mennem visited United Tribes Technical College and Sitting Bull College

ITC – if you are planning renovation projects in your area, please involve ITC from the very beginning to avoid unnecessary work and expense later on

DCB – fall headcount is up 12% from the same time as last year; hosting the annual Evergreen fundraiser on Saturday

Honors – an Honors brochure was shared with the group to help with recruitment to the program

Enrollment – recruiting season has begun; in the process of looking for a replacement for F. Macy

University Communications – meeting with departments and media in town; Connections magazine will come out in November

Business Office – will receive training next Tuesday for a system wide imaging storage project

Student Life – have a FT staff member living on campus

Title IX – thank you to all that have completed the required training; students should be encouraged to complete it by October 1; Take Back the Night is on October 19 at 7:00 p.m. in the Beaver Dam

Facilities – staff have been extremely busy with all homecoming activities; will move to the new building in the next few weeks

GBO – thanks to ITC for finding some much needed computers; Kacy Donamaria is the new PT Access Services Associate

VPAA – E. Kana will begin his new role as AVPAA in January; October 9<sup>th</sup> is Assessment Day; Notstock events take place October 4-7; will form a Strategic Planning & Budget Council in the coming weeks

Adjourned at 10:15

Respectfully submitted, Deb Wentz