

## University Cabinet Minutes

October 18, 2017

**Present:** Brent Askvig, Stephen Banister, Paul Brekke, Andy Carter, Libby Claerbout, Lisa Dooley, Jeremy Feller, Melissa Fettig, Russ Gagnon, Laurie Geller, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Erik Kana, Mike Linnell, Teresa Loftesnes, Holly Major, Devin McCall, Janna McKechnie, Annette Mennem, Jerry Migler, Beth Odahlen, Cari Olson, Linda Olson, Gary Orluck, 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:** Lynda Bertsch, Patrick Friley, Gerri Kuna, Jacek Mrozik, Aaron Richard

**Guests:** Penny Belgarde and Jolina Miller

**Approval of minutes:** minutes of September 20, 2017 meeting approved as presented.

### **New Business**

#### **1. Senate Reports**

##### Faculty Senate

Senate president, L. Olson provided the following report:

- Working on bylaws adjustments to reflect the change in college restructuring due to elimination of the deans position
- Looking at evaluations to see what may need to be changed
- Meeting tomorrow – information is on SharePoint

##### Staff Senate

Senate president, M. Linnell provided the following report

- First ever Fall Vendor Show will be held on October 28; proceeds go to senate general fund and scholarships
- Had a very strong response to the Professional Development survey; will be looking at opportunities for staff
- Continue to work on Handbook
- J. Keller was the latest High Five award winner

##### Student Government Association

- SGA contingent just returned from DC for their annual conference; looking forward to sharing and implementing new ideas
- Working on constitution updates to reflect the change in college leadership
- Next meeting is at 7:00 on Monday

#### **2. Graphics Standards**

D. Wald, director of publications and design, reviewed the background and reasoning in establishing some graphic standards. Before we had these standards in place, there were so many different logos used by various departments around campus it was hard to tell that documents even came from Minot State. With the implementation of the standards, it is very clear to see that any documents, advertisements, etc. are from Minot State. Keep in mind the following:

- Visual review policy – all publications, merchandise, videos, etc. must run through publications and design to establish compliance with the guidelines
- Right of first refusal policy – the publications and design office is the only authorized contractor for outside printing.
- Copyright guidelines – the publications and design office assure that the university is not liable for copyright infringement
- The Beaver logo is to be used for Athletics only

Check out the full content at [www.minostateu.edu/publications/documents/msu\\_graphic\\_standards.pdf](http://www.minostateu.edu/publications/documents/msu_graphic_standards.pdf)

### **3. President's Report**

- HLC site visit is on October 30 and 31; we will have a team of four reviewers on campus at that time; Chair is Dr. Donna Brown from Moorhead State; she is originally from Belcourt so she is very familiar with the area and MSU; have not yet received an agenda for their visit
- Members on the Strategic Planning Budget Council were notified yesterday; will look at long-term planning
- BRC – Is looking at more immediate needs to meet budget; credit hour production is down; will impact the next biennium as well as the higher ed funding
- Have been visiting area high schools within a two hour radius of Minot with K. Harmon; have completed about 14 so far and have about that many left; there is no real agenda, just meet with whoever is available and tour the school; many teachers in these schools are MSU grads; good information is shared along with suggestions for improvements
- On October 24 there will be a presentation open to the campus; Maguire Associates, a consulting firm specializing in higher education; results of their findings regarding MSU's marketing, web site, and enrollment services will be shared along with recommendations for improvements
- HUD resiliency funding has been a slow process; things should start to move once HUD does their site visit to Minot

### **4. Announcements/Acknowledgements**

DCB – Had a great Homecoming week; football is ranked #1 in their division and playoffs will begin soon; HLC is conducting multi-site location visits this week; preparations have begun for the full HLC visit in two years; enrollment this fall is the highest it has ever been; the Foundation is currently working on conducting the first ever capital campaign; thanks to C. Olson in lending her expertise and help with DCB's institutional research

Student Affairs – thanks to a generous donor, MSU has created a Student Emergency Fund to provide assistance in times of crisis which might prevent the student from continuing their education; a Workforce Development Campaign has been developed that connects students with alumni and community members in order to support a more successful transition into the workplace - many opportunities are available to students through the university's Career Center; on November 28<sup>th</sup> we will host an event to honor December graduates; a draft copy of Assisting Distressed Students was distributed and all are asked to review; on September 30 we had a white supremacist group on campus attempting to post propaganda for their organization – this prompted MSU to revise their policy, in conjunction with the ND Attorney General's office for posting materials on campus. MSU is required to follow the laws of the state of ND and the federal government pertaining to civil rights and equal opportunity.

Finance – BRC is focusing on taking a different tactic this time; everyone has a different idea of what is important to the campus; very tight time lines to come to recommendations

Advancement – faculty and staff giving campaign is coming along; renovation of NW Arts Center continues; have started construction of a student athlete academic center in the Dome

IR – there are a number of new items posted to the IR web site – please review; working on updating Fact Book

CEL – looking at analysis on distance education and MAFB for BRC use

POWER – November 8 will host a first generation college celebration – all are asked to complete a basic survey that will be used in determining first generation status; November 15 will host a webinar on retention strategies; November 1 will be decorating sugar skulls for the Day of the Dead celebration – all are invited to participate

University Communications – wrapping up Campus Hi-Lites that goes out to Alumni base; in the final stages of proofing the fall Connections issue which should be out in November; will resume publication of the Inside Newsletter the first part of November

Student Center – business as usual – many events taking place

Publications & Design – if you ordered your bulk letterhead, you should have received it by now; envelopes will be arriving soon

Alumni – giving brochures are out; will be playing an exhibition game in the new events center in New Town next week – there is still room on the fan bus if you want to go; 2018 will be our 90<sup>th</sup> anniversary of Homecoming – forward any ideas to the Alumni department

HR – Policy manual is on line; employee handbook will be completed soon; will implement an on-board program soon to engage new employees from the time they accept an offered position

Veterans – Veterans Stand Down is 10/26; Veterans week is November 6-9, look for various events; November 11 the club is hosting a pancake breakfast; partnering with MSO to recognize veterans at concert; November 17<sup>th</sup> the MAFB Chaplain Corp. is on campus; will be conducting presentations in Fargo, Grand Forks and Mayville during November and December

Marketing – please add your events to the campus calendar; will hold focus group sessions this fall with freshmen and transfer students to find out why they chose MSU; almost done with the home page web site

Honors – N/A

CETL – spring orientation dates have been set and published – please contact CETL if you can help at these events; January 8<sup>th</sup> is welcome week for spring semester

Wellness – November 15 is the annual Wellness Fair in the Atrium

Title IX – Take Back the Night is tomorrow in the Beaver Dam; holds on student accounts were placed yesterday for students who have not yet completed Title IX training – they will not be able to register until training is complete so the hold can be removed

DCB/Minot – several students attended the Etiquette Lunch yesterday and they really enjoyed it

Security – added about 100 new cameras during the most recent upgrade; contracted security will be starting in about a week to cover the 11:30 pm to 7:30 am shift; fire drills have been completed for the year and did have 100% participation – average was 5-7 minutes to evacuate a building

IT – business as usual

Registrar – registration begins next week

Student Health – flu shots being offered today in the atrium

Financial Aid – will send the new 4-year scholarship notices out around November 1 – check out details on the web site

NDCPD – 6 new grants over the last 6 weeks; partnering with Head Start at Turtle Mountain; held a staff retreat at Annie's House; there are two advisory councils on campus this weekend; a contingent will be going to Washington DC for an annual conference

Enrollment – recruitment fair weeks are done except for Canada; will attend two national fairs (Minneapolis & Chicago); new area added this year is Wyoming; Kick Start Days are tomorrow and Friday; Preview Day is November 18; Open House was on the same weekend as Notstock; looking for more student ambassadors

Housing – occupancy rate has held steady this semester; RHA attending a leadership conference November 8-10

Diversity/NA – hosting a family Halloween Fun Night on October 28; continue college recruitment trips in November; Dr. Don Bartlett will be on campus November 1 as part of Native American cultural events; November 20<sup>th</sup> Melissa Olson will present "Stolen Childhoods"; still working on a native dance presentation and story tellers

International – Diversity Council is working with Humanities on a new course proposal that would be a service course; November 16<sup>th</sup> is the International Cultural Celebration; the latest newsletter was distributed; there will be a summer study abroad tour to Venice, Florence, and Rome

Facilities – almost moved in to the north location – sorting through everything; the air supported dome should go up second part of November

GBO – have a live chat tool on the home page; white board on main floor for student use; more chargers have been installed for computers and phones

Athletics – transitioning from fall to winter sports; recently inducted three new members into the Hall of Fame; hosted Late Night Basketball last night; next Wednesday basketball travels to Four Bears – athletes will be going early to conduct some clinics in the schools; athletes also conducted outreach to MAFB

VPAA – have some new curriculum prefixes

Adjourned at 10:45

Respectfully submitted, Deb Wentz