

University Cabinet Minutes
December 20, 2017

Present: Brent Askvig, Stephen Banister, Penny Belgarde, Lynda Bertsch, Paul Brekke, Andy Carter, Libby Claerbout, Lisa Dooley, Jeremy Feller, Russ Gagnon, , Laurie Geller, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Erik Kana, Mike Linnell, Teresa Loftesnes, Holly Major, Devin McCall, Janna McKechnie, Annette Mennem, Jacek Mrozik, Beth Odahlen, Cari Olson, Linda Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Steven Shirley, Jessica Smestad, Katie Tyler, Marc Wachtfogel, Doreen Wald, Jonelle Watson, Laurie Weber, Deb Wentz, Brent Winiger, George Withus

Absent: Melissa Fettig, Patrick Friley, Gerri Kuna, Jerry Migler, Aaron Richard, and Brian Smith

Guests: Evelyn Klimpel

Approval of minutes: minutes of the November 15, 2017 meeting were approved as presented.

New Business

1. Senate Reports

Faculty Senate

Senate president, L. Olson provided the following report:

- Senate is looking at curriculum changes, Strategic Plan Update, Faculty Evaluations, Budget/Salary, Sustainability, and Academic Policies; for more information look at the Senate SharePoint

Staff Senate

Senate president, M. Linnell provided the following report

- Meeting was held on Monday and discussion was held on officer succession; will vote next month
- D. Dannewitz in the Business Office was the latest High 5 recipient
- We are happy to have \$10,000 in the scholarship endowment; recipients for scholarships will be announced soon
- Senate will hold a 50/50 raffle during finals week

Student Government Association

- Nothing to report

2. President's Report

- On January 8th we will hold an Enrollment Summit at 1:30 in the Conference Center; specific invites will go out today but the meeting is open to all; discussions will include strategies for increasing enrollment and retention
- The Governor will be on campus January 23 to deliver the State of the State Address; this is historically delivered at the Capitol so we are very proud that Minot State University was chosen to host this event; all are encouraged to attend at 10:00 a.m. in Ann Nicole Nelson Hall
- On January 30 and 31 the Higher Education Interim committee will be meeting on campus in the conference center beginning at 1:00 on the 30th; the meeting reconvenes on the 31st at 8:30 and should be done by noon; anyone may attend
- The Governor is hoping to name his higher education task force before Christmas; he has received over 200 applications for the fifteen positions he needs to fill

- Budget-wise, we are getting to where we need to be for this fiscal year; going forward will be challenging based on enrollment and how that affects the funding model

3. Announcements/Acknowledgements

SA – winter hours in the Beaver Dam have been well received and will resume January 5 and run through March 8; we have a fully stocked food pantry in the Wellness Center – encourage students to use it; there are also coats students may have as well; during the break there will be two meals offered in the pizza area in the Beaver Creek Café – one at noon and another at dinner – these are open to staff as well for a reduced price of \$5; free coffee is available daily (as long as it lasts) in front of the coffee shop in the atrium; thanks to those who took part in the consultant sessions – consultants will return on January 9 to share findings; you are reminded to complete the dining survey online; our new LC minister will start on January 2nd

Athletics –this is a slow time for athletics due to an NCAA mandate to not have any competitions – December 30 and 31 we will start up again; there will be a campus open house on January 10th at 4:30 for campus constituents to tour the air supported dome over the football field; a public event will follow at 6:00 to recognize donors

Advancement – office is very busy with year-end donations; Dome study space for student athletes should be completed by the beginning of the semester

Registrar – all grades are in; will publish VPAA and President's Honor Roll soon

Honors – preparing for spring semester

CETL – had 35 students for orientation last week; will have another session on January 5 which also kicks off our Welcome Week activities; 17 learning communities will be offered next fall; tutoring will start the week after school starts; we received an award from the Roosevelt Park Zoo for volunteering over 500 hours of service

Enrollment – please consider helping with MSU nights at local high school sporting events; hired a new administrative counselor; if anyone wants to help hand out hot chocolate at Minot High School this afternoon let Katie know; working on spring mailings

Success Center – thank you to all that attended our winter graduation event in November; education fair will be coming up soon

Alumni – we are at 39% of faculty and staff giving; the Alumni Gala will be on April 20 at the Holiday Inn

HR – staff handbook is under review; snow policy was updated to better define essential and non-essential staff; participating in a CUPA survey; PeopleSoft HRMS is upgrading to new interface that will provide easier navigation across platforms – Fluid pages will be introduced; working on job classifications and uniformity across all NDUS institutions; TIAA is open for anyone to participate; employee relation issues have increased substantially

Veterans – participated in webinars on new updates to programs and a Team Minot celebration at the air base; the 5th Bomb Wing and 91st Missile commanding chiefs are on campus; looking at hosting a Veterans reunion during Homecoming activities – possibly instituting a Hall of Fame for Veteran students

Student Health – flu season is early this year and there is still time to get your flu shot; will host an In the Know regarding assisting the distressed student or reporting on one

NDCPD – two grants were funded to help with healthy eating and assisting elderly or disabled with benefits enrollment; working on collaborations with programs in Kenya and Norway; the Early Intervention Program has once again hosted a holiday giving campaign where staff collects gifts for the under privileged

DCB – HLC will visit in April 2020; 14 new students coming in – only lost 2; sending four or five to MSU next semester

Power – two students have medical school interviews; currently have one open position; met with Bottineau TRiO on the possibility of a shared position

Business Office – thanks to everyone for completing the fraud training – we only have one person left to complete this required training

Financial Aid – reminder that we do have emergency funds available for students in a bind; working on Title IV certification; launched the new software last week which will help with scholarships

Title IX – have had 43 incidents for calendar year 2017; remind new employees they must complete the training; prepping for Welcome Week

Housing – completed a lot of programs over the semester – RHA has been busy; will have between 40-60 students remaining on campus during the break – we are not formally closing

Security – new camera upgrades are 75% completed; security personnel are now NARCAN trained and can respond in case of an incident – kits are accessible to security personnel

International – busy with preparation of taxes and insurance for students; on January 30 a representative will conduct a Be in the Know session addressing F1 regulations for international students regarding maintaining student status; work regulations, etc.

IT – always busy during breaks updating classrooms and labs; will be looking for an administrative assistant; addressing policies and procedures on how we handle software in the labs

Wellness – College for Kids fit camp will be held next week; Youth for Christ will use the center for some New Year's Eve activities

CEL – grad school enrollment is doing well; satellite locations are doing well – working very hard with Bismarck to enhance programs and drive up enrollment; Blackboard migration will happen in spring

GBO – have received good feedback from first newsletter

Marketing – have produced several new academic videos; new web page launch will happen around end of the year; rebranding work continues as we will be expecting the report from Flint in February

Native American/Diversity – cultural celebrations went well although attendance could improve for these events; NA Club is working on annual powwow/honors dance which will be held April 27-28; NA Club president will present to tribal colleges in Newtown and Belcourt this January and February in hopes of raising funds to support the club efforts

IR – institutional surveys are coming in; working with DCB on retention and grad rates

VPAA – working with chairs and look at efficiencies to better support enrollment efforts; the SBHE approved a name change for the department of Teacher Education and Human Performance to Teacher Education and Kinesiology; Asst. VPAA will begin his duties on January 3 and his office will be located on the 3rd floor of the Administration building

Adjourned at 10:15

Respectfully submitted, Deb Wentz