

University Cabinet Minutes
July 20, 2011

Present: Stephen Banister, Caren Barnett, Lynda Bertsch, Libby Claerbout, Linda Cresap, Conrad Davidson, Lisa Eriksmoen, Patti Fedje, Brian Foisy, David Fuller, Russ Gagnon, Rod Hair, Kevin Harmon, Rick Hedberg, Dick Jenkins, David Klassy, Roger Kluck, Lenore Koczon, JoAnn Linrud, Teresa Loftesnes, Neil Nordquist, Beth Odahlen, Leon Perzinski, Rebecca Porter, Marv Semrau, Carlos Soza, Vicki Troftgruben, Doreen Wald, Kris Warmoth, Jonelle Watson and Deb Wentz.

Absent: Brent Askvig, Max Buchholz, Dale Gehring, Sandy Foley, Cathy Horvath, Holly Major, Wes Matthews, Susan Ness, and Cari Olson.

Guests: Jancy Brisson, Lori Kalash and Laurie Weber.

Approval of minutes: minutes of the June 15, 2011 meeting were approved as written

New Business

Senate Reports:

Faculty Senate

Working on finalizing schedule of events for the fall semester. Are in the process of getting executive committee together.

Staff Senate

Working on plans for the Fall Kick-off – due to the zoo being closed the date of this event will be on August 17 and will be held on campus.

Student Government Association

Officers have a return date to campus of August 16th at which time they will participate in an all day retreat for planning in the new year. Work has begun on Homecoming activities.

Flooding information with UND:

Minot State University administrators met with their counterparts from UND this past Monday to discuss various flood related topics relative to campus operations and assisting faculty, staff and students. Dr. Fuller provided the UND group a good overview of what we have done both prior to and after the flood. We were advised that there will be a drop in student enrollments this fall and that we need to focus on enrollments a year from now.

It was suggested that we do make contact with all existing students and determine their intent on coming back to MSU. Dick Jenkins is working on a script for making these calls and encouraged everyone to get

any suggestions to him as soon as possible. Jenkins also asked that each area should check availability of their staff to help with making these phone calls.

We do have a good number of students that have not re-enrolled – the list will be ready to go today for phone calls. Make sure that there is some type of tracking system in place so we can categorize the responses (those that need housing, those that don't, those that need childcare, etc.). As many of the phone numbers may be disconnected due to flooding, it may be helpful to follow-up with a written letter. Be sure to include Canadians in the listing. May need a slightly different script for parents who may answer the phone – they will have a whole other set of concerns that will need to be addressed in order to offer them some assurance that it is safe for their child to be at MSU.

We do have Olympic style housing coming this fall which still has some vacancies. We are looking at other options to accommodate students, faculty and staff that may need assistance in finding suitable housing. We have to make sure that any units we bring on to campus are filled up.

We should look at contacting employers that will offer our students flexibility with work schedules.

UND advised that we be prudent with expenditures. Document everything that is done not only for FEMA reimbursements, but also for auditors. Open positions will be evaluated on a case-by-case basis and some may be left vacant for a time.

We should contact groups/student organizations that are partially funded by student fees and let them know that the budget may be less than what was anticipated for the coming year.

Supervisors must be alert to employee's needs and concerns. Need to refer them for help if needed.

Specific needs of departments due to flooding:

Housing needs – this is obviously a major need and in particular for new faculty. There will be a list compiled of the needs of faculty and staff and what their intentions are as far as housing. This should give us a better idea of what we can or should do to assist those needing housing. Renting may be a problem for some as they are still paying a mortgage on their flooded property. It was suggested that maybe residents who go south for the winter may be willing to have flood victims “house sit” while they are out of state.

Childcare needs – one half of all day care providers in Minot were affected by the flood which means there may be some issues for faculty, staff and students. Caren Barnett serves on the YWCA board and they are currently going through the licensing process – along with this, they are looking at increasing the number of children they can take in. Dick Jenkins has been asked to contact Dean Frantsvog, Chair of the City Council, to see if the city is addressing this in any way and also to see if there are any federal programs available to assist with this shortage.

Emergency response team meeting – we will have another meeting this afternoon and will be looking at various action items and how we can get them implemented.

Campus open forum – there will be an open forum on Friday in the Aleshire Theatre to provide flood updates.

Leave time for faculty and staff – President’s staff has been discussing ways in which we can support faculty and staff as they begin the process of restoring their homes. We need to be attentive to our employees needs yet we also have to be here to service students. We have checked with various other large employers to compare best practices. After much review and discussion the following policy is proposed:

FOR EMPLOYEES WITH FLOOD DAMAGE TO PERSONAL RESIDENCES:

1. Between 07/16/11 and 08/12/11, employees may take up to 32 hours to participate in disaster recovery efforts.
2. Employee leave balances WILL NOT be reduced for these absences.
3. Any leave must be coordinated with supervisors, and be documented in writing.
4. Supervisors are responsible to ensure that university operations are maintained during periods of recovery leave.
5. In addition to the 32 hours, employees may also use annual leave, advance leave, leave without pay, donated leave, or flexible schedules for disaster recovery efforts.
6. Any of the foregoing leave must be coordinated with supervisors.
7. After 08/12/11, employees may continue to use annual leave, advance leave, leave without pay, donated leave, or flexible schedules for disaster recovery efforts (as coordinated with supervisors).

FOR EMPLOYEES WISHING TO VOLUNTEER TIME TO ASSIST OTHERS IN DISASTER RECOVERY EFFORTS:

1. Employee leave balances WILL be reduced for any approved absences.
2. Any leave must be coordinated with supervisors.
3. Supervisors are responsible to ensure that university operations are maintained during periods of recovery leave.
4. In addition to regular annual leave, employees may use advance leave, leave without pay, donated leave, or flexible schedules for disaster recovery efforts.

Acknowledgements:

The entire Plant Services staff and Student Housing Staff are to be commended for their countless hours of work to prepare the campus for housing evacuees and numerous emergency services personnel due to the recent flooding.

Plant services staff is also recognized for their efforts in assuring that campus properties were properly protected against flooding even while some of them faced their own personal property damages.

President’s Report:

Many things have been happening since our last meeting. Items to note:

- Flood response and update
- Emergency planning
- Response to community needs and accommodating others on campus
- Summer school
- Meeting with UND visiting staff
- Maintaining campus operations
- Faculty and staff assistance in flood issues
- Transition plans
- Enrollment
- Housing initiatives
- Long-term planning
- Budget transitions
- NCAA approval to move into third provisional year

Meeting adjourned at 11:30 a.m.

Respectfully submitted, Deb Wentz