

University Cabinet Minutes  
November 16, 2011

**Present:** Rob Anderson, Brent Askvig, Stephen Banister, Caren Barnett, Lynda Bertsch, Max Buchholz, Linda Cresap, Conrad Davidson, Patti Fedje, Brian Foisy, David Fuller, Russ Gagnon, Dale Gehring, Kevin Harmon, Rick Hedberg, Cathy Horvath, Dick Jenkins, David Klassy, Roger Kluck, Lenore Koczon, Teresa Loftesnes, Holly Major, Wes Matthews, Annette Mennem, Susan Ness, Neil Nordquist, Beth Odahlen, Cari Olson, Leon Perzinski, Rebecca Porter, Marv Semrau, Carlos Soza, Vicki Troftgruben, Doreen Wald, Jonelle Watson and Deb Wentz.

**Absent:** Libby Claerbout, Lisa Eriksmoen, JoAnn Linrud, and Kris Warmoth,

**Guests:** Sharon Seidl

**Approval of minutes:** minutes of the September 21, 2011 meeting were approved as written

**New Business**

**Senate Reports:**

**Faculty Senate**

The general ed ad hoc committee will have a proposal to review soon; senate has discussed workload issues; faculty survey has been completed and senate is currently reviewing the results; Faculty Rights Committee has been busy with some issues to address

**Staff Senate**

The new NDUS Staff Senate president is Anthony Willer from Dickinson State; the tax rebate bill that staff senate proposed was sponsored by Senator Krebsbach was rejected, it will be submitted as an amendment and we have not received any word yet if it is still alive; senate is currently reviewing bylaws, senate will be preparing cookie trays for all employees affected by the flood.

**Student Government Association**

Currently holding discussions regarding on line classes, grading policies and parking; NDSA wants to make sure that all NDUS campuses are safe – MSU SGA recently walked campus with plant services and security to note areas of improvement – mainly dealt with lighting issues

**Acknowledgements**

A special thank you to Kate Marshall, Renae Yale, Teresa Loftesnes, Janna McKechnie, Cassie Neuharth, Linda Benson, Karen Holmen and Rick Heit for their efforts in making the reception and documentary screening for Walter Piehl a successful event.

Kristi Berg was recognized for completion of her Ph.D.

Deanna Klein was recognized for completion of a Certificate in Project Management

Tom Seymour was recognized for receiving the Ben Baumann Award for Excellence at the IACIS annual meeting

Staff from the following departments was recognized for their efforts in hosting a successful ribbon cutting ceremony for the Slaaten Center: plant services, ITC, advancement, marketing, Sodexo, publication and design, public information and college of business faculty and staff.

### **Announcements/Updates:**

CETL – received very positive results on our second year evaluation and are well on our way in meeting goals for the third year; organizing FYE for next year; have renewed Campus Compact for 2012-2013 and have been working on more community offerings

Grad/RSP - been very busy getting grad students enrolled; RSP – keeps the list updated of opportunities that are available

Publications & Design – Woychek will be here on December 8<sup>th</sup> to present a revitalized look for publications and marketing

IR– the Fact Book is on line; have been busy getting data and information for Noel Levitz

NDCPD – lost another employee to the Minot Community Foundation; Cheryl Rystedt is retiring; Marcia Johnson is going to a PT status so we are looking for a FT finance director; Infant Development serves about 100 families around the area and every year we host a Giving Tree for those families – if anyone is interested please stop over and take a tag from the tree

Athletics – completed the NCAA compliance review with the annual report due in June; the reviewer felt very comfortable with how we are doing everything; working with a company to provide a consistent look on merchandising/branding; student athletic organization also sponsors an Angel tree that will be located in the Atrium; received over \$4,000 from the UND game which was sent to the Minot recovery fund; UND athletes also helped in the community the day before the game working on flooded houses

Sodexo – everyone was thanked for their continued support; are experiencing some difficulty in getting staff and are currently five people short to properly manage all areas on campus; everyone is encouraged to send referrals to Carlos; Sodexo has increased their hourly wage to make employment more attractive

Flood Update – the Darcy Sims presentation was very successful; Minot State faculty and staff received donations from UND and NDSU; gift cards from Marketplace foods are available for faculty and staff affected by the flood; Dakota College at Bottineau is also organizing a donation for MSU; Tuesday forums are becoming more topic specific – Jason Zimmerman, Flood Recovery Coordinator, will be the speaker for the November 29<sup>th</sup> forum; if there are other people that we should have speak at future forums, let Rob know; there is a support group that meets Thursday evenings at an off campus location – anyone is welcome to attend

Marketing – as mentioned earlier, we are refreshing our branding and the process has started in the mall with the video unit being moved to the JC Penney’s area; advertising is focusing on spring enrollment; working with Noel Levitz to identify a specific direction and bring key areas together for securing enrollment and increasing retention; please send any suggestions to improve homecoming activities to Teresa

Business Office – the NDUS is developing a new fraud training video; office staff has been busy cleaning up year-end reports

Arts & Sciences – finishing up review of a couple of programs; Notstock had another successful year as did the NW Music Festival; campus players will be presenting A Christmas Carol and since many schools are unable to bus students to campus to watch the play, the cast will be taking the show on the road and will be performing at area elementary schools as well as nursing homes.

Advancement – Beaver Suites will be a 32 unit apartment building to the west of campus and may be available to rent in August 2012; rent is reasonable with a 2 bedroom at \$850 and a 4 bedroom at \$1,450; the Foundation is presently looking at property to the south of campus; we are still in discussion with church properties close to campus; capital campaign chairs have been announced: Severson/Slaaten are honorary chairs; Brinkman is national chair; Backes is the special gifts chair and Sandberg, Krebsbach and Reiten are the campaign chairs.

Student Center – many activities are taking place in the building; Ann Rivera has accepted another position on campus; we will not be filling her position until the end of the school year so in the meantime, a student will be assisting with those responsibilities

Career Services – tracking down students and helping them get registered for spring; have a couple of orientation sessions coming up in December and January

Registrar – over 50% of returning students have enrolled for spring – we still have a long way to go – lists have been sent to advisors to contact non-returnees

Native American Center – Annette has visited the tribes and introduced herself and has also visited the community colleges; currently looking at ways to enhance communication with the university to help students be successful; looking at a possible meet and greet event with tribal college leaders, MSU representatives and students; NA week activities were very successful; looking at making the powwow more prominent

POWER - events are planned for students staying on campus over Thanksgiving; looking at offering more supplemental instruction sections

ED & HS- Don Burke will be retiring at end of spring semester; college has been much challenged this semester due to faculty illness/family illnesses/tragedies, etc. has been difficult covering classes and such

CEL – thanks to all those that attended the recent open house; thanks to IT and plant for setting us up with more technology to allow us to do Praxis testing – may be a prelude to offering the GRE

ITC- technology advisory committee is looking for suggestions regarding training needs – please complete the survey if there is interest; December 17 is the start date for technology renovation to better serve students so service is available to Beaver Lodge residents; please don’t forget that Freezin for a

Reason is not a one day event – there is a need year round please focus on collecting items through the end of the month

Bottineau- looking at making the Passport program more efficient and streamlined; reminded everyone that they are the office for remedial education

HR – we have a new process in place for filling open positions; revitalized the Beaver Praise program; reaching out to supervisors regarding position descriptions

Veterans – had a successful program last Thursday; working with students from the Base to get them more involved and to assist them with VA

PIO – the Notstock auction on eBay earned over \$500 – proceeds went to a family currently living in a FEMA trailer; reminder to turn in news events to PIO; reviewing publications that are produced and setting standards as well as getting rid of redundancy; 54% of students have signed up for Notifind – will be testing in the next week or two.

Plant- Jeff Morsfield is the last of the boiler operators to retire –his last day is December 15; new procedures are in place for emergency notifications due to no one being in plant 24/7; working with FEMA for flood expense reimbursements; Wellness Center – should have heat in the building next week, skywalk and roof are done; geothermal is still moving along; some difficulty getting good custodians – please refer if you know anyone willing to do that job; 11<sup>th</sup> avenue construction should begin next spring; Administration building renovations – a draft will be presented to those that are affected for their input

Financial Aid – hosting a high school counselor’s workshop tomorrow; gathering data for state audit report; reviewing policy changes due to Federal program changes; tuition calculator on web may not be accurate due to institutional differences

Library – recent open house was very successful; brown bag talk today; will be celebrating the 20<sup>th</sup> anniversary of the GBO library next fall; received nice donation of approximately 800 eBooks

Student Health – busier than usual this semester due to the increased number of students living on campus; we were reaccredited as an HIV testing site; still have 50 flu vaccine doses available; our wellness fair was very well attended

VPAA – SCE curriculum has been revised by the new director; looking to have someone temporarily head up the Honors Program for the rest of the year – will look for replacement later; Linda Cresap was recognized for her work with the Graduate School/RSP and thanked for her service as she will be moving back to the classroom in the coming year – will look at reorganization in this area as we move forward; attended military and retired faculty lunches; plans are underway for an International Week; hosted focus groups to gather information affecting retention

Student Affairs – fee process - deadline for submission is at the end of the month – these will go to the finance committee and that is how student fees are set; 1% cap on students fees; looking at the possibility of offering vacant Beaver Lodge housing as Guest Housing – may be used for students and their families visiting campus to give them a better feel of the campus

**President's Report:**

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

- Flood recovery initiatives
- Graduate program
- Enrollment plan
- Long-term strategies for housing
- Faculty workload
- Trinity partnership
- EID Passport
- Walter Piehl Gallery
- Slaaten Center dedication
- Chancellor's Cabinet and State Board discussions

Meeting adjourned at 11:10.

Respectfully submitted, Deb Wentz