

University Cabinet Minutes

January 20, 2016

Present: Brent Askvig, Libby Claerbout, Linda Cresap, Lisa Dooley, Lisa Eriksmoen, Melissa Fetting, Russ Gagnon, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Teresa Loftesnes, Forrest Macy, Holly Major, Wes Matthews, Devin McCall, Annette Mennem, Jerry Migler, Jacek Mrozik, Cheryl Nilsen, Beth Odahlen, Cari Olson, Gary Orluck, Rebecca Ringham, Marv Semrau Steven Shirley, Brian Smith, Melissa Spelchen, Katie Tyler, Kris Warmoth, Jonelle Watson, Laurie Weber, Deb Wentz, Lori Willoughby, Brent Winiger, and George Withus

Absent: Stephen Banister, Lynda Bertsch, Alex Buchholz, Conrad Davidson, Alysia Huck, Patrick Friley, Gerri Kuna, Leon Perzinski, Gary Rabe, and Doreen Wald

Guests: Dan Ringrose and Tammy Wolf

Approval of minutes: minutes of December 16, 2015 meeting were approved with one correction.

New Business

1. Senate Reports

Faculty Senate

Senate President Linda Cresap provided the following report:

- Senate will resume regular meetings now that the semester is underway

HLC

- Committees are moving along with meetings again with the start of the semester

Staff Senate

Senate President Forrest Macy provided the following report:

- Currently planning for the annual Silent Auction event – all money raised is given to a non-profit entity – forward any suggestions for this year's recipient non-profit

Student Government Association

SGA vice president Alex Buchholz was not present but did provide the following report:

- SGA has hired a new secretary, Alex Westman
- Currently working on two ad hoc committees – parking and GrowND
- Will have a town hall event on February 11 in the Beaver Dam

2. President's Report

- S. Shirley welcomed B. Winiger, new VP for Administration and Finance, to the group
- Please recognize faculty and staff by submitting acknowledgements on a monthly basis. We did not receive any for this meeting
- J. Watson was recognized for all the extra work she did during the absence of a Vice President of Administration and Finance

- We still do not have any further information regarding the allotment procedure involving appropriated dollars. General guidelines are being developed at the system level but there is nothing definite yet in regard to percentage we need to look at.
- An enrollment summit was held a couple of weeks ago with various areas from campus in attendance. We need to get enrollments back to what is appropriate for a campus our size. We all need to be involved in the process of growing enrollment
- Our Master Plan needs to be updated as required by the NDUS. It is currently being worked on and will be submitted this spring
- There is an NDUS Task Force that is studying tuition and fees; we are preparing to make our case to hopefully retain the GrowND program
- VPAA search committee held conference call interviews with six candidates last week; next step is to invite finalists to campus
- Minot has received notice that they have been awarded a little over \$74M in resilience funds through HUD; have not received specifications yet on how the funds are to be spent

3. Announcements/Acknowledgements

VPSA – a revised new student pamphlet was distributed for new students; it was suggested that the pamphlet maybe include a list of student organizations; we may need to look at offering weekend services (Registrar, Business Office, etc.)

Athletics – on February 17 we will recognize our academic scholars at the wrestling match

Enrollment – 1st day enrollment we are up in international students; down in Canadians and overall enrollment; have been to all local high schools and are currently hosting MSU nights at local basketball games – still need volunteers to work these games; spring open house will be on April 15 and will partner with CETL; contact F. Macy if you are interested in helping with the MHS outreach efforts; we will have a group of interested students from California here in March; make sure Hobson's information is up to date so you receive inquiries from students

CETL – finalizing the FYE for fall; all Transitions sessions for next fall are planned; tutoring starts next week

Native American – just got back from recruiting in Belcourt – both at the college and the high school; Belcourt has started a 4-day week and this has improved student attendance; the plan is to hit all tribal colleges before the powwow with Spirit Lake next on the agenda; in February will be in Montana for a transfer fair; powwow is first Friday and Saturday in May

DCB – lost a math teacher this semester but was able to get one of DCB's alums to take over the class; have promoted the new masonry program with Job Corp and Job Services – classes will be held at MHS

POWER – thanks to all who attended the open house of the center's new area on the third floor of the Student Center; GPA for POWER students continues to improve

CEL – thanks to all who attended their recent open house; working with ITC to integrate Blackboard with Campus Connection – will run a pilot in the summer; need to work with NDUS to address some issues that were experienced during the recent lockdown on the BSC campus

Business Office – tuition and fees are due next week and excess financial aid will also be distributed

Advancement – have had very good support from the recent direct mail that was sent in December; we are hosting alumni events in Arizona the beginning of March; the alumni appreciation event will be held on February 5th during the basketball game – the event is well attended and we serve a lot of food

Education & Health Sciences – ND Nursing Site visit will be on February 1 and 2; VPAA committee will meet on Monday and will make a decision on finalists which we hope to have visit the campus during February

Honors – stage II for Honors Minor as well as concentration

NDCPD – waiting on resilience funds to complete a vulnerable population strategic plan for the city; one year left of current five year core grant – must submit new one next year; currently working on the NDCPD strategic plan; working with Sertoma and the TSA at the airport to help people with disabilities understand the screening process

Veterans – a handout regarding service dog etiquette was distributed; will host a Town Hall meeting next week; ND National Guard will have hours on campus for students; US Army is on campus today

Student Success – Connect dates for the coming year were shared – will be splitting up freshmen from transfer students – Canadian and International students will have their own session

IR – common data set is updated and posted; Fact Book 95% complete

Graduate School – trying to recover from a downward trend in enrollment by engaging in more marketing efforts; Stage I Sports Management Program approved – hope to get it through this year; working with CEL to determine what the needs are in the Bismarck area, survey will be going out soon

HR - business as usual

International – 27-30 new international students here this spring; red carpet was really laid out to help these students transition to Minot; partner with Student Health so immunizations are reviewed and given as well as blood draws right along with the review which means they do not have to go off campus this year for their blood draw

Title IX – will be traveling to DCB along with W. Matthews to conduct some training; progress continues on Title IX policy; the website does include an incident report as well as a lot of other useful information
Student Development – counseling center activity is picking up; thanks for supporting MSU men's hockey

Student Life – down about 30 students from fall 2015 – mostly in Cook Hall; will upgrade software in February; working on updating contracts

Security – have checked with the fire department about adding hardware on classroom doors during a lock down and that is against code; very few entries on the Cleary Log; safety on campus has been good; in February there will be security training; in light of the threat at BSC, we are reviewing policies and working with staff to refresh procedures

Plant – a recent wind storm damaged many trees and left us no choice but to take one down by Dakota Hall as it was split and ready to fall on the building

ITC – NDUS will be here tomorrow to discuss new laws relative to servers and emails

DCB – allotment amount for their campus would be roughly \$218,000; Trio program is up and running; working on retention; hired an architect for the Nelson Center project and hopefully, have it done this summer

A & S – chairs have spent a lot of time looking at ways to increase enrollment; faculty wish to be active in the recruitment process; Biology is hosting Darwin Day February 11 & 12; R. Kibler is hosting a Shakespeare Festival in February; History received grants to preserve Minot's common heritage; C. Nielsen is in the Mouse River Players production

Financial Aid – commended faculty for their efforts this past fall – they only returned funds on eight students; it is scholarship season with applications due February 15; spring disbursements are coming soon; each department should identify a “point of contact” for financial aid

Marketing – send story leads to PIO; scholarship application now allows it to be emailed; Be in the Know sessions are starting with the first one to be held in the Wellness Center; graphic standards are on our web page so please make sure that these are followed on any information you are producing

Registrar – busy with beginning of term activities; extremely important to use the attendance reporting on Starfish as this does impact financial aid; enrollment reporting opens on January 22; students not attending classes will show up on a report and they will receive an email in addition to their advisors, prior to being officially dropped

Student Health – Biggest Loser kicks off on January 27 – stop by the Wellness Center and get your cholesterol, glucose, weight, and blood pressure checked; on January 21 there will be an IVN meeting regarding immunization compliance; received grant funds for HIV/Hep C education; electronic health records coming this summer

Adjourned at 10:45 am

Respectfully submitted, Deb Wentz