

University Cabinet Minutes  
May 18, 2016

**Present:** Stephen Banister, Lynda Bertsch, Libby Claerbout, Linda Cresap, Conrad Davidson, Melissa Fettig, Russ Gagnon, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Alysia Huck, Teresa Loftesnes, Devin McCall, Jerry Migler, Jacek Mrozik, Cheryl Nilsen, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, Mindy Rudnick, Steven Shirley, Brian Smith, Katie Tyler, Doreen Wald, Kris Warmoth, Laurie Weber, Deb Wentz, Lori Willoughby, Brent Winiger, and George Withus

**Absent:** Brent Askvig, Alex Buchholz, Lisa Dooley, Lisa Eriksmoen, Patrick Friley, Laurie Geller, Gerri Kuna, Holly Major, Annette Mennem, Rebecca Ringham, Marv Semrau, Zeni Shabani, Melissa Spelchen, and Jonelle Watson

**Guests:** Deb Kinzell and Heidi Peterson

**Approval of minutes:** minutes of April 20, 2016 meeting were approved as presented.

**New Business**

**1. Senate Reports**

Faculty Senate

Past Senate President Linda Cresap provided the following report:

- Zeni Shabani is the new president; Linda Olson is the vice president and Leslie Magnus will serve as secretary

Staff Senate

Senate President Mindy Rudnick provided the following report:

- Elected officers at the meeting yesterday; Mindy Rudnick is the president, Linde Paige is the vice president, and Ashley Blake will serve as the secretary/treasurer
- The satisfaction survey is currently being reviewed and hopefully will be able to complete yet this summer

Student Government Association

Leon Perzinski provided the following report:

- SGA wrapped up their year at their last meeting in May

HLC

- Will be working on contractual report over the summer
- Hope to begin writing for criterion 2 & 3
- Looking at defining assessment for non-academic areas on campus
- Evidence team will be working on MSU web site and cleaning up old links and policies

**2. President's report**

- Thank you to all those involved with the commencement ceremony last week. Everything went smoothly and it was a great day to celebrate our graduates. Board member Ness sent a thank you note as well acknowledging the efforts of everyone involved
- The Strategic Planning process is nearing completion; thanks to all that have been involved with the development of the plan; we will distribute a final draft to everyone on campus to offer them one last chance to provide input before it is finalized

- On Monday, May 23, there will be an Envision 2030 meeting held in Bismarck which will include a broad range of constituents participating in planning for the educational needs in the future
- The SBHE will meet on Tuesday; their retreat will be held mid-June

### **3. Announcements/Acknowledgements**

AD Search – have 28 applications and have narrowed the list to eleven to be interviewed via phone next week; the goal is to ask 3-5 candidates to interview on campus June 3-10

HR Search – have about 20 applications; will be conducting preliminary interviews with two individuals this Friday; potentially could have another that will be brought to campus for an interview

Administration & Finance – new overtime rules came out today – they do not go into effect until December 1 so we have some time to address how this may affect people on campus; FY17 budgets are almost ready to go out – budgets will be smaller this year; the Budget Recommendation committee has some tough work ahead as more will need to be trimmed for FY18

Athletics – Friend-raising golf tours have been scheduled for the summer in surrounding communities; please consider taking part in these

DCB – still have summer openings for lab science and math courses in Minot; graduation was a great ceremony; campus is working on some major updates over the summer; thanks to G. Withus and D. Olson for their help with the move of the nursing program with Trinity to a new location

IR – faculty evaluation reports went out yesterday; there is one Dashboard that is available on the IR site – more will be coming later; not sure how much the NSSE report is used on campus but it is quite expensive to administer – please provide C. Olson with some input to see if this is something that can be suspended for the time being due to budget constraints

CoB – C. Cabarle has submitted her resignation; please let J. Mrozik know if you know of anyone that would be interested in teaching accounting; had a successful Chairs retreat; thank you to everyone for your help in developing the strategic plan

Student Center – thank you to everyone who helped serve the finals breakfast – we fed around 270 students in a very short time

A & S – very close to completing two searches in computer science; cast and crew for Summer Theater will begin their work this coming Friday; there will be four shows this summer

Ed & HS – we have two new chairs: Ann Beste-Guldborg will serve as chair in Comm Dis and Holly Pederson will chair SPED

CEL – will be hosting the reception for Bismarck graduates tomorrow on the BSC campus; OIT is looking into distance learner authentication programs; College for Kids will run again this summer; we are providing some training to Hess employees this summer as well

Student health – summer hours are Monday – Thursday; thanks to IT for their help and support in the process to get student health records on line; just finished an environmental sleep study and will bring summary of results to the next meeting; on June 20 there will be another blood pressure check in the atrium; MSU received re-accreditation as a *CEO Cancer Gold Standard* employer

Veterans Center – the student club ended the year with a cookout and boxing up all the items they collected for service people abroad; we will have a monthly visit from a counselor specifically dealing with veterans issues; will be hosting another search and discover event on campus for Memorial Day; A. Heitkamp will be attending the state-wide MCMC summit later this summer

International Programs – business as usual; working with students that will be going to Spain next month

CETL – they do have limited tutoring over the summer so keep that in mind; there will be workshops on May 20 and June 8 for faculty teaching FYE in the fall; May 26 CETL office will have an on-campus retreat

PIO – working on president’s report to be published in August; media coverage over the past couple of weeks has been very good; keep the stories coming over the summer

Publications – copy center hours are from 10:00 – 3:30; publications & design have the same hours as the campus 8:00 – 4:30

Grad School – screen prints are up around campus – thanks to B. Harbort and A. Francis for their lead on getting these done; the MOU with DSU is in the signing stage and will allow their students to transfer easily to MSU for their masters in teaching; sports management is waiting for HLC approval before students can enroll – looks like there will be 6-10 students in the first cohort; master in music education is up and running

Registrar – busy getting grades posted so transcripts can be posted; thank you to everyone for all your help during commencement

Enrollment – applications are up slightly for fall; total of 761 have been admitted or accepted for fall; focus on getting them here for Connect

Student Life – closed the residence halls on Saturday at noon and then reopened for summer use on Monday; facilities are busy making repairs and freshening them up; do have a laundry contract with a third party vendor – no more coin operated machines; also have a new contract for refrigerator rentals; have assigned 320 rooms for fall

Security – lock down drill tomorrow; with the exception of Main and Hartnett, we will be locking all other buildings at 8:00 p.m. each evening rather than the later time used when classes are taking place; question was raised about card entry to buildings – ideally this would be what we would want to install but the cost is prohibitive at this time

Facilities – grounds crew has been very busy; buildings are getting their summer cleanings; all seasons football field cover is out on bid – may be able to award by 5/31/16 when bids are due

IT – email change will happen today; over the summer there will be a switch made to Office 360; many projects taking place in classrooms; hope to get all those with Windows upgraded to Windows 10 over the summer; working with Minot High to have a couple of their students intern in IT over the summer

GBO – had a successful retreat yesterday; good suggestions on how to staff the reference desk; ODIN discussing the possibility of a new library system for the state

Financial Aid – office has been busy going through unofficial withdraws to see who may owe money; FAFSA numbers continue to rise

Marketing – continue to share stories on social media; working on some professional development opportunities for staff; please have academic departments update their program sheets for recruiting; July 23, we will be marching in the ND State Fair Parade

Other – Next week will be the last full week that M. Semrau will be on campus on a regular basis; he will be in occasionally after that to help with the transition but may not be available for a visit, so if you want to catch him, stop by next week!

Adjourned at 10:10 a.m.

Respectfully submitted, Deb Wentz