

University Cabinet Minutes  
July 27, 2016

**Present:** Brent Askvig, Stephen Banister, Lynda Bertsch, Libby Claerbout, Conrad Davidson, Patrick Friley, Russ Gagnon, Laurie Geller, Kevin Harmon, Andy Heitkamp, Gerri Kuna, Teresa Loftesnes, Holly Major, Jacek Mrozik, Cheryl Nilsen, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Mindy Rudnick, Steven Shirley, Jessica Smestad, Brian Smith, Marc Wachtfogel, Doreen Wald, Laurie Weber, Deb Wentz, Brent Winiger, and George Withus

**Absent:** Alex Buchholz, Linda Cresap, Lisa Dooley, Lisa Eriksmoen, Melissa Fettig, Rick Hedberg, Alysia Huck, Devin McCall, Annette Mennem, Jerry Migler, Zeni Shabani, Katie Tyler, Kris Warmoth, Jonelle Watson and Lori Willoughby

**Guests:** Linda Benson, Erica Hilde, Megan Laudenschlager, and Linde Paige

**Approval of minutes:** minutes of June 15, 2016 meeting were approved as presented.

**New Business**

**1. Magic Day of Giving**

Representing Magic Day of Giving, Megan Laudenschlager provided background information regarding this community service event in Minot. Please consider submitting your own self-designed community service project by August 29, 2016. Teams are then invited to a kickoff event at 8:30 a.m. in the Roosevelt Park Zoo Auditorium on September 9, 2016. Breakfast will be provided before teams head out into the community to complete their projects. You can also ask to be assigned to a project submitted by a community organization that is in need. Individuals interested should contact the CETL office for more information.

**2. Senate Reports**

**Faculty Senate**

- No Report

**Staff Senate**

Senate President Mindy Rudnick provided the following report:

- Fall Kick Off will be held on campus in the Quad area by Swain, Moore, and Main the evening of August 17<sup>th</sup> starting at 5:00; food will be served between 5:00 – 6:30; the Rock Wall in the Wellness Center will be open for use; there will be games for the kids and music; anyone interested in helping should contact Mindy
- Staff satisfaction survey was emailed this morning; please encourage participation; surveys are due on August 3

**Student Government Association**

- SGA has nothing to report

**3. HLC**

- Quality Initiative final draft is currently being reviewed before submission; first draft of Criterion 2 and 3 are written and are now under review for evidence; our master of science in sports management has been submitted to HLC for approval

**4. President's report**

- Everyone is encouraged to attend the MSU Luau tonight at the ND State Fair beginning at 5:00 in the Flickertail Gardens
- Thank you to all that participated in the ND State Fair Parade last Saturday; we had an excellent showing of student athletes as well as faculty and staff
- Andy Carter, Athletic Director, will begin his duties on Monday
- We received very good news at last week's Challenge Grant meeting in that we received an additional \$482,000 to help with student scholarships; this also represents the remainder that was available this year so no other institutions will be able to get extra dollars once they reach their match; new funding will be available after the first of the year
- Trinity Health is extending their partnership with the MSU nursing department so look for an important announcement in the near future
- DCB's chief financial officer has submitted her resignation so J. Watson is there today as we will be helping them during this transition
- Beaver Lodges will soon be gone; all approvals are in place and a company has been identified that will take them
- Thank you to all that have helped with the Connect sessions; positive numbers for incoming freshmen
- Thank you to the BRC and the deans who have put so much time into budget recommendations; the ND Legislature will be holding their special session next week to discuss budget shortfall so we should know at that time if there will be another allotment; speculation is that it is possible there could be another 2.5% requested of state agencies; 2017-19 budget is at 90% and will need to be submitted by the end of August; meetings with OMB will take place in October to fine tune line items; we do face challenges in meeting the legislative mandate for cuts and although our last resort in meeting budgets is to let people go, it is a reality; be assured that there is very specific procedures in place that we must follow if we choose this option
- We did sign a Resolution Agreement with the Department of Education regarding the Title IX issue; we will be closely monitored and various reports will need to be submitted; one major component of the Agreement involves training so be aware that this will be required of all faculty, staff, and students
- Presented to the SBHE in June about our GrowND plan; no decision as yet
- Will be traveling to Turtle Mountain Community College tomorrow with L. Geller, V. Michels, and A. Mennem to discuss the addiction studies program

## **5. Announcements/Acknowledgements**

VPSA – enrollment-wise, we are down about 95 total headcount, however, first year numbers look very promising; Jess Dozier, new Sodexo District Manager, was introduced to the group

VPAF – BRC meeting was scheduled to meet this week but will now wait until after the special session next week; D. Epperson will be on maternity leave starting tomorrow so please be patient with requests

IR – should have the final tweaks made to the Dashboards and then they will be up and running; course evaluation reports will go out on August 2

VPAA – have about 20 new faculty that will be here for orientation on August 15 & 16; have been busy preparing for next term

Registrar – grade rosters for summer term opened today; finals are today and tomorrow and grades are due to be entered by August 8; R. Ringham will be attending Starfish and PAR training in Grand Forks next week; Campus Connection had

a major update over the weekend and in order to avoid any problems, clear out your browser cache before using – instructions will be forthcoming; Registrar’s office is closed all day tomorrow for a staff retreat

Arts & Sciences – many meetings with chairs to go over the budget concerns; Summer Theater had another successful run

POWER – had SI trainer here which was very helpful; have renewed the contract with Go2Knowledge, an on-demand training service that anyone on campus can use; everyone is encouraged to check out what is available at [www.go2knowledge.org](http://www.go2knowledge.org) and if you want to view a workshop or webinar, contact POWER for login instructions; the YMCA is hosting an “I Can Bike Camp” during the first week of August and is looking for volunteers

Student Success Center – office has been busy holding Connect Sessions and is now preparing for fall term

Student Center/Activities – homecoming parade float requests will go out soon; have been busy getting ready for fall term

Publications & Design – will be sending out the annual request for bulk order of stationary and envelopes; we can save substantial money by ordering in bulk; directories will be updated in August; President’s Report will be mailed soon with a Connections magazine published in November

Sodexo – summer was busy working on new menu ideas for all dining venues on campus; very excited to offer more variety; will also have some new items in the C-store

Marketing – thank you to all who have volunteered to work the MSU booth at the Fair; as always we need stories for publications; finishing up the view book and should have that out soon; working on a refresh for the MSU home page; have reached out to the Chamber to offer campus tours once a month for community members; Alumni event in Bismarck on August 16 and everyone is invited to attend

Ed & HS – several meetings with chairs regarding budgets; have had a couple of new hires

Financial Aid – thanks to those who attended the Financial Aid training held earlier this summer; still very busy with FAFSA; this is the time of year there are many reports that need to be completed so staff has been busy with that

CoB – have had many scheduling changes due to budget restrictions; working on Strategic Plan rollout at Convocation

Veterans Center – looking into the VET training on campus; starting a mentoring program; very close to final plans for a 9/11 event on campus; starting a “Vets Welcome Home” event this year as part of homecoming activities

Enrollment – office continues to process applications as quickly as they can; recruiters are planning for next year

Bookstore - working on online book orders; will price match only during the first week of school – after that will be determined on an individual basis; working with Student Activities on hosting a VIP night for students this fall; the bookstore does have an app that you can download and use – gives you 25% off on merchandise

Grad School – finalizing thesis review for August conferral

HR – working with SVSIP; reviewing employee’s classification and pay relative to the overtime law changes coming; will be digitizing HR; will be at DCB on August 18 to support their needs

DCB – D. Davis is the AD and football coach; received two grants from the US Department of Agriculture; Fall Term In-Service will take place the week of August 15; DCB has decided to get the Starfish program; nursing program received a state endowment grant of \$147,000; looking for an instructor for accounting

NDCPD – staff has been busy writing year-end grant reports which detail how the grant was used; have partnered with Belcourt the past 7 months on an Early Headstart Program and we will continue next year; NDCPD has been asked to attend a Medicine Moon Health Event in August in Belcourt; need to write a new five-year plan/application; thank you to whoever authorized the painting of the walls in Memorial – it has been such an improvement

Security – ND Risk Management has offered a 15% discount to state agencies if they meet a set amount of criteria so MSU will be working on a proposal; there are new risk management reporting forms online and an announcement will go out to campus today

Housing – we have contracted with a company to provide laundry services to the residence halls – no longer coin operated machines; have also contracted with a refrigerator company so students will be able to rent or buy a refrigerator; room assignments went out on July 13; we are down 130 applications this year and are sitting at about 70% occupancy; all lounge furniture is now replaced; summer to fall transition will take place this weekend; halls open on August 20 at 9:00 a.m. and all are encouraged to help our students move into their rooms

International Programs – working with new incoming students; changing the name of the orientation to International Students F1 Workshop to avoid confusion of it being a regular Connect session; Trinity will also be here for this session to conduct blood draws (TB testing) and student health will offer their services as well; refreshing a lot of publications to use for recruitment; working on the annual J1 report which does not change much from year to year

Facilities – construction has begun on the seasonal dome for Parker field

ITC – email conversion is moving along and should be done by August 13; e-waste collection has netted about 20 pallets and will end on August 1; working with a new imagining system; upgrading labs to Windows 10; willing to offer faculty training on technologies in the classroom

Honors – to date, there are 25 new students in the program; busy contacting current students and planning for fall

GBO – getting ready for fall; librarians plan to do more outreach to faculty in the coming year

PIO – please get stories in for publications

Other:

Convocation information will be sent on Monday

Adjourned at 10:20

Respectfully submitted, Deb Wentz