

University Cabinet Minutes
February 15, 2017

Present: Lynda Bertsch, Paul Brekke, Andy Carter, Libby Claerbout, Conrad Davidson, Lisa Dooley, Patrick Friley, Russ Gagnon, Laurie Geller, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Teresa Loftesnes, Holly Major, Devin McCall, Janna McKechnie, Annette Mennem, Jerry Migler, Cheryl Nilsen, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Zeni Shabani, Steven Shirley, Jessica Smestad, Brian Smith, Katie Tyler, Doreen Wald, Kris Warmoth, Laurie Weber, Deb Wentz Lori Willoughby, Brent Winiger, and George Withus.

Absent: Brent Askvig, Stephen Banister, Alex Buchholz, Linda Cresap, Gerri Kuna, Melissa Fettig, Jacek Mrozik, Mindy Rudnick, Marc Wachtfogel, and Jonelle Watson

Guest: Karla Bredahl, Darren Olson, and Susan Podrygula

Approval of minutes: minutes of January 25, 2017 meeting approved as presented.

New Business

1. Senate Reports

Faculty Senate

Senate President, Zeni Shabani provided the following report:

- CCF is still working on a faculty sick leave policy
- Policy 605.3 is going through various committees and should go before SBHE at their next meeting
- S. Saltveit has been asked to join senate to address Blackboard concerns from faculty
- Survey information has been disseminated

Staff Senate

Senate representative Karla Bredahl provided the following report:

- Next meeting is on February 21
- Staff Senate has developed a “High 5” Award to recognize staff who go above and beyond in their jobs; donations were solicited and make up a nice recognition gift; awards will be presented monthly through a nomination process; only staff are eligible for the award but anyone can submit a nomination; Jennifer Hutchins was the first recipient of the award

Student Government Association

The following report was provided by Leon Perzinski:

- Officers brought forward club funding requests
- In the process of contacting businesses for the Student Savings Club
- Elections will be held on March 8
- A. Buchholz has been accepted into medical school

2. HLC

- Busy with writing into the Assurance section

3. Email

Darren Olson, ITC provided the following:

- The student migration to the new email is complete - everyone is now on the same system
- Minotstateu.edu is not going away and you can keep using it
- You no longer need the @my.minotstateu.edu for student emails – just use the @minotstateu.edu
- Faculty/staff email will go away upon their termination unless if they are granted emeritus status
- Students will still have email up to 18 months after they are gone
- Phishing – you will never get an email from our IT department asking you to change passwords and such – do not open these emails

4. President's Report

- Budget Forum will be today at 3:30; Strategic Plan Forum tomorrow at 8:00; another Budget Forum will be held tomorrow at 9:30
- College of Business is hosting a Technology Day on campus today
- The Foundation had a record year for 2016; as state funding shrinks it is so important that our private donations go up to help with scholarships and positions when possible
- Wrestling will recognize their academic scholars tomorrow night
- Symphony is tonight; theater next week
- Promotions/tenure recommendations have been submitted
- C. Severson and C. Ahart are on campus this week speaking with several business classes
- ND Senate hopefully will have a higher ed budget by the end of the week - need to have done before crossover on the 24th
- There has been an indication from both the house and senate that they are not in favor of state employees paying a portion of the health insurance

5. Announcements/Acknowledgements

VPSA – there have been 9 cases of pertussis but all students are now out of quarantine and back in class

Athletics – Award night for wrestling also recognize senior athletes

VPAF – Tlab, an automatic time system should be ready by April – will eliminate much of the paper process; watch budgets and don't spend if at all possible

International – tax season has kicked off and with the help of a new software it is much easier for international students to complete their information

Honors – March 31 is the deadline to get nominations in for the three awards mentioned at last month's meeting; forms are on the Honors web site; looking into an Honors housing option in one of the residence halls

A & S – CJ Club is hosting a fundraiser tomorrow night – bringing in alums from various law enforcement agencies to have a panel discussion about their work, why they chose law enforcement, etc. – this will be followed by a spaghetti dinner; Theater will have a production next week addressing situations students may find themselves in through using poor judgement with the use of alcohol and/or drugs; the performance on the 23rd as well as on the 25th will include a panel discussion; Emeritus Professor status has been granted to K. Neuharth, S. Moen, and L. Atwood

CEL – training sessions coming up in March with Core Tech Services to talk about the migration to Blackboard – will be seamless for us as we already use this platform; there are some concerns on the faculty side regarding their ability to make changes to classes in a timely manner

Career Services – conducting a living/learning human capital campaign wherein we will maintain a database of alumni that can be called on for class presentations, mentoring, job shadowing, etc.

Student Center – interviewing 10 students for 3 positions; great turnout at the recent events (Super Bowl/Valentines/Movie); will have a drag performance next Wednesday that is open to the public; watch for an upcoming comedian that will also be open to the public

Publications – not sure if the \$200 spending limit applies to inter department print jobs that they would need to get approval for – have been suggesting they get an estimate before ordering any large printing jobs

Marketing – will hold a photo shoot on March 7th in the afternoon; get names and stories into PIO

Alumni – had over 500 people attend the appreciation event at the basketball game; hosting various alumni events in Arizona the beginning of March; half the tickets for the Gala have been sold

CETL – engagement honor roll nominations are due; new orientation dates have been set: 4/28, 6/2, 6/6, 6/27, 7/21, 8/17; Welcome week will be held August 18 – 21; now offer priority transfer student registration in April which allows transfer students to register without having to attend orientation in the summer

Financial Aid – today is the deadline for scholarship applications

Veterans – American Legion visited and gave Valentines to all our veteran students; currently involved in Junior Achievement at Perkett Elementary; MAFB commanders have visited the campus and want to extend an invitation to MSU to tour the base – watch for email with details; mentor program is going well with many community groups participating

Sodexo – had a Valentine’s Day dinner last night; working on meal plans for next year; this Friday will be celebrating Black History Month; on March 28th will have a Mardi Gras inspired meal

Wellness – there will be a webinar for the Step Up Program on March 14th in the conference center; anyone can participate; RSVP by March 1

Power – will have a webinar tomorrow on disabilities; still have funds available for qualified students

EHS – T. Eckmann has agreed to serve as Teacher Ed chair

CoB/Grad – grad apps for fall are right on track; will have an insert in the Minot Daily News on March 25; currently conducting a Facebook campaign; Tech Day is in its 19th year on campus today; there are 15 area schools participating; Vern Dosch from National Information Solutions Cooperative is the keynote speaker

Native American/Diversity – just finished a recruiting trip to Montana; working on powwow; do have the buffalo hide that an art student will work with for her senior project; will have a formal presentation to Ft. Berthold at a later date; Darcy Corbett will be speaking in the Multi-Cultural Center on February 23 at 1:00 and 3:00; MLK event went well – had excellent entries for the writing contest; J. Davis was here for a Black History Month event

GBO – business as usual

Facilities – business as usual

IT – now have a secure file transfer which can be found at sendfiles.ndus.edu; now have Office 365 groups for departmental use – similar to SharePoint

Housing/Health – M. Fettig is on her way with some from nursing to Haiti for a mission trip; thanks to all who donated items – they have 11 18-gallon tubs with medical and other supplies; there have been no further cases of whooping cough – if you have a concern see student health; there has been an increase in respiratory illnesses; still have time to get a flu shot; holds on accounts will happen this Friday if we do not have immunization records – have less than 100 that will be affected; there have been a few reported cases of frost bite; waiting on the survey results with focus on alcohol use on campus; looking at new meal plans

DCB – hockey team is on their way to nationals next Monday – 10th national title game; enrollment is up about 10% from last spring; the author of Deeply Rooted, Lisa Hamilton, will be on campus for the campus read event on March 8

Enrollment – fall applicant information was shared; have several upcoming recruitment fairs coming up; school visits continue

Registrar – catalog deadline is March 1; we are down about 54 students for spring

VPAA – Assessment Day is next Tuesday; encourage people to attend the upcoming forums;

Adjourned at 10:30

Respectfully submitted, Deb Wentz