

University Cabinet Minutes  
May 15, 2013

**Present:** Brent Askvig, Stephen Banister, Lynda Bertsch, William Chew, Libby Claerbout, Conrad Davidson, Lisa Eriksmoen, Brian Foisy, David Fuller, Russ Gagnon, Laurie Geller, Kevin Harmon, Rick Hedberg, Cathy Horvath, Lenore Koczon, JoAnn Linrud, Teresa Loftesnes, Holly Major, Devin McCall, Annette Mennem, Wes Matthews, Susan Ness, Kevin Neuharth, Neil Nordquist, Beth Odahlen, Cari Olson, Leon Perzinski, Rebecca Porter, Vicki Troftgruben, Doreen Wald, Kris Warmoth, Jonelle Watson, Laurie Weber, and Deb Wentz

**Absent:** Caren Barnett, Charlie Dorsa, Dick Jenkins, Gerri Kuna, Gary Rabe, and Marv Semrau,

**Approval of minutes** – minutes of March 27, 2013 meeting were approved as written.

**New Business**

**1. Senate Reports**

Faculty Senate

End of the year committee reports were received and reviewed; elected vice president and secretary for the coming year; passing of the gavel to new president, Kevin Neuharth

Staff Senate

Staff elections will be held next Tuesday; June 18<sup>th</sup> the NDUS State Staff Senate will hold their meeting on the MSU campus – most of the agenda is set and will include brief tour of areas still affected by the 2011 flood; senate presented a check of over \$1,600 to the Domestic Violence Crisis Center which represented proceeds from the recent silent auction.

SGA

Not much going on now except getting ready for fall. They do have a lot of events planned for the coming year to tie into the Centennial

**2. Year-end department reports and objectives for next year**

Library – hosted a successful 20 open house; have a virtual tour on the website now; looking to hire a new evening staff person; looked at operations due to budget constraints and evaluated resources. Will be looking into library guides – new friends group

CEL – Sue Krebsbach has retired from her position at the MAFB office; looking at a cohort approach with individual squadrons; offering English and speech classes this summer; looking at restructuring professional development area as we need to identify more professional development opportunities in the community; looking at online in terms of engagement and minimal engagement standards; our Bismarck reception for graduates will be held on Thursday

Publication and Design – had been very busy and are now just starting to get caught up; many extra

projects this year (centennial, legislative, etc.); will be heavily involved in centennial events in the coming year.

Honors Program – was a good year; a learning year to see how the program works and working with these students; had 11 graduates; looking at ways to embed into Gen Ed (centennial classes)

Marketing – refreshed program study sheets – Deans should visit with chairs to see what needs updating in your particular area; will be very aggressive with social media; year will be spent with centennial activities in addition to regular events

Institutional Research – lot of time spent gathering information for legislators; have been very involved in the Prioritization Process and will continue to be; studying enrollment trends; on a committee to identify cohorts and dropout and retention data

Arts & Sciences – working on prioritization project; retention activities; many resignations or retirements and in the middle of several searches; acknowledgement of Dan Ringrose who served as interim dean during this year when Conrad was gone. He did an excellent job and kept everything running smoothly.

CETL – had a good year; days of service had around 400 people participating; learning communities have been successful; have had an increase in tutoring; have been contacting all first year students and compiling feedback to enhance programs; Bethany A. will be going back to her position in History; Aili Smith will be the engagement coordinator; looking at summer bridge program for next summer.

Bottineau – faculty senate has an ad hoc committee to evaluate programs and revise many forms; will have a FT math instructor as well as an English instructor for remediation

VPAA – have a committee working on the future of CETL; many searches taking place; assessment and prioritization projects taking place

International Programs – had an audit on international programs and identified areas to improve and clarify processes and procedures; evaluating current services; several international events were held; started a buddy program and have 13 student volunteers returning

Financial Aid – has been a year of learning for the office with Dale's retirement; goals are to update policies and procedures; fully develop the people who work in the office

Business Office – much time spent responding to data requests for legislators, NDUS, etc.; Controller's Training with focus on consistencies throughout the NDUS; June 17 the State Auditor will be on campus; fraud training is going well – about 50 people left to complete this.

Education & Health Sciences – currently have 5 or 6 searches taking place; will have 20-30 from

Briercrest here this fall; nursing accreditation will take place in February; social work in Fargo has greatly exceeded our expectations; communication disorders were reaccredited this year; revising teacher ed standards; rather than having the various departments in the college host their own annual conferences, we are looking at combining them all into one large conference to draw more people from the region – could be the college’s centennial event

Grad School – this year went well – still a learning process

Student Activities/Center – should have new campus ID’s soon; meal plan for students is changing next year – they have their choice of an unlimited plan where they can eat as many times as they want during the day or a 10/meal per week plan. These are good only in the Beaver Creek Café.

ITC – new data center is on line – first co-location agreement with NDCPD; all buildings are connected with new fiber; long-time employee, Bob F. retired; web content management system is on line; we are a pilot for a data mapping project which would get us to a single sign on, will test by June 7; usual on-going summer projects; student emails will go to Cloud Office 365; Windows 8 still has some inconsistencies

Student Success Center – had a good year – many workshops; goal will be to work more with departments to enhance intern opportunities for students as well as employers

Power Center – had 2 students graduate this year that were part of the first group of Power students; sending out remediation materials.

Student Life – health center is on their summer hours now (Tuesday/Wednesday/Thursday); counseling this past year was on par with other years; diversity committee made progress this year

HR – more training will be coming next year; fairly quiet year (grievances, etc.)

NDCPD – servers are now with ITC; appears will be losing Darren S.; have 10 grants under review, 7 in process; if all goes well should be around 7.5 million

Security/Facilities – congratulations to all facilities staff for the extra work done over the winter to keep the campus safe and clean; instituting a new emergency number that will always be answered regardless of day or time; will be enforcing the no smoking policy more consistently

Housing – has been a learning process; we had 85% average occupancy in the residence halls and 95% in the apartments; have organized a more formalized duty structure; usual summer work on halls; lodges will be getting re-vamped; have 12 out of 17 RA’s returning and 3 of 5 RHD’s

### **3. Complaint process**

HLC expects us to keep track of complaints we receive if it goes to a dean or higher. We should be using the SharePoint site. We need to document anything that is a formal complaint. Will need to get instructions out for people to use

#### **4. Harassment Report**

The diversity committee reviewed the harassment policy in order to update the student handbook. Previously the handbook had a stated policy on sexual harassment; the committee had now revised the policy to cover any type of harassment. The committee would like the University Cabinet to approve these revisions. Cabinet voted unanimously to approve the committee's suggested revisions.

#### **5. Pathways Update**

We are moving ahead with implementation. Still looking at admissions processes. Still much confusion out there.

#### **6. Announcements/Acknowledgements**

Thanks to all those that assisted with campus clean up

#### **7. Other**

SBHE has set tuition increases – we are looking at a 2.5% increase.

With no further business, the meeting adjourned at 11:06 a.m.

Submitted by Deb Wentz