

University Cabinet Minutes

August 6, 2015

Present: Brent Askvig, Stephen Banister, Libby Claerbout, Linda Cresap, Lisa Eriksmoen, Melissa Fettig, Brian Foisy, Russ Gagnon, Lenore Koczon, Gerri Kuna, Teresa Loftesnes, Forrest Macy, Wes Matthews, Devin McCall, Annette Mennem, Jacek Mrozik, Cheryl Nilsen, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, Rebecca Porter, Marv Semrau, Steven Shirley, Brian Smith, Melissa Spelchen, Katie Tyler, Doreen Wald, Kris Warmoth, Jonelle Watson, Laurie Weber, Deb Wentz and George Withus

Absent: Lynda Bertsch, Alex Buchholz, Conrad Davidson, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Alysia Huck, Holly Major, Cheryl Nilsen, and Lori Willoughby

Guests: Tiffany Fyelling, Shan Haarsager, Pam Hopkins, Linde Paige and Nikki Roed

Approval of minutes: minutes of June 17, 2015 meeting were approved as written.

New Business

1. Senate Reports

Faculty Senate

Senate President Linda Cresap provided the following report:

- An ad hoc committee has been formed to help implement the Starfish program
- Ad hoc committee to study evaluations has completed a pilot project during the summer session; still waiting for the results from the committee
- Goals in the coming year include assisting with strategic planning and looking at faculty governance

L. Cresap is also co-chair of the HLC committee and reported that work on the evidence collection has been taking place over the summer and when everyone is back on campus, other committees will resume their work

Staff Senate

Senate president Forrest Macy provided the following report:

- The annual Fall Kick Off event will be held on August 19 from 5:00 – 7:30 at the Scandinavian Heritage Park. There will be activities for the kids and food will be served from 5:00 – 6:30
- Everyone is encouraged to contact F. Macy if they have any initiatives that they want addressed
- The staff satisfaction survey closes today so please urge your staff to complete the online survey. It is completely anonymous so please be honest in your replies. We cannot address issues unless we know what they are. Once the survey closes, it will be compared with the faculty satisfaction survey and a synopsis of results will be available

Student Government Association

- No report provided

2. NDCPD

Executive Director, Brent Askvig, reminded everyone that NDCPD will celebrate their 25th year of operations this October. There are several events planned during the month. Please encourage your staff to participate in these events. Minot events include: Poster session on October 1; Dessert Social on October 1; special performance by “Handicap This” on October 2; and NDCPD @ the Mall on October 3. Various other events will take place in Grand Forks, Fargo, Bismarck, Williston, and Dickinson.

3. President’s Report

- Attended the first Chancellor’s Cabinet meeting with the new Chancellor; seems to be very interested in finding out what needs to be addressed; has held and will be holding “listening sessions” with various community leaders throughout the state. He has already met with various legislators seeking their input. He also intends to meet with each campus – he will be at Minot State on September 18th and will meet with our Board of Regents as well as leadership from each of our senates.
- The NDUS office has seen some personnel changes. L. Feldner has been named interim Chief of Staff as M. Sagsveen’s term ended at the end of July. As well, legal issues will now be handled through the Attorney General’s office.
- Will be hearing a lot more in the coming months about the NDUS Strategic Plan; shared services will be a big part of this. Currently MSU does payroll for DCB and NDSU does the same for NDSCS. Currently looking at other areas that can increase efficiencies between the colleges and universities throughout the state
- Cabinet also held a discussion on campus missions; this will need to be a Board decision
- There is an Interim HE meeting in Dickinson on August 10 and 11
- Dr. Jim Ozburn has been named interim President at DSU
- We just completed a successful search for a campus dean at DCB. Dr. Jerry Migler will assume these duties on September 8.
- DCB will utilize office space on our campus this fall so they can offer the nursing program that WSC used to offer through Trinity.
- The Starfish program will be up and running this fall; this replaces the early alert system we have used in the past. Thanks to all those that have worked so diligently on implanting this program. It will be extremely important that faculty buy into the program for it to be successful
- Search is underway for VP of Administration and Finance as B. Foisy will be leaving us at the end of the month

4. Announcements/Acknowledgements

Academic Affairs – SPED’s 2 + 2 program with LRSC received stage II approval; new faculty orientation will be held August 17 and 18 – as of now, we have 19 confirmed new faculty; August 19 is the annual fall convocation followed by “mini sessions” on the 20th

Registrar – summer grades have been posted; looking for a replacement administrative assistant as current one is moving back to her home state

IR – course evaluation reports going out today; IR intends on publishing an update each term showing trends, information on programs, and other pertinent information. Contact Cari if there is anything that you want to see highlighted in the report; grad rates are currently at 42%

Enrollment – fall figures are slightly down from last year but we still have connect sessions coming up that should help

Student Development – revising the Student Conduct Policy

Student Health – working with P. Brekke from Wellness Center to coordinate resources for student and staff health programs; working with L. Dooley regarding Title IX

International – currently have 110 applications and waiting on VISA clearance; busy preparing for these students; have 10 students going on a fall semester study abroad; working with the Sunrise Rotary to install a Peace Pole, symbol of world peace, on September 30 at 10:00 am in the Quad

Student Activities – the Homecoming parade will take place on September 19. The route had to be modified slightly to accommodate for downtown construction; contact L. Perzinski if interested in helping coordinate floats that day; have set fall and spring student events

DCB – thanks to all that assisted with orientation for DCB students; Monica Stover is the new math instructor for DCB on campus

Native American Center – making contacts with alums to help with recruitment efforts; HEROS conference in Bismarck on September 10 and 11 – they are dedicating this conference to Wylie Hammond; the NA Cultural Celebration will take place on November 10 and 11 and again on November 18 and 19; will conduct training in the center to help students acclimate to college life; looking at possibility of having a “Center Grandma” as an elder has expressed interest

Advancement – Bismarck alum event is set for this evening; working on Challenge Grant apps; likely that the Augustana Church will be razed soon so property can be used for future housing needs; working with the City of Minot on their application to receive resiliency funds through DCBG-NDR; funds could be used for affordable housing options as well as expansion in the downtown area; City will provide some funds for the seasonal dome over the football field – working with donors to secure enough funding to complete the project

Publications and Design – effective July 1 there was a slight decrease in rates charged for copies; requests for campus-wide stationary and envelope orders will happen soon; check emails for notices to update the campus directory

Arts & Sciences – will have 11 new faculty starting this fall

HR – few changes on policies and procedures coming from NDUS which include Veterans preference (mainly will impact faculty hires) and broader background checks (mostly for student workers); sick leave for dependents will go to 12 weeks for serious conditions; drafting new policy manual to cover Title IX

Business Office – recently had auditors on campus and are just awaiting their report; tuition and fees have been posted to student accounts; also waiting report from PCI to see how we process credit cards

Marketing – thanks to all those that participated in the ND State Fair parade and booth; there will be a new calendar coming out that will be much easier to navigate; updates on web pages to make them more user friendly for students; we have new banners for the campus – if anyone is passing through Jamestown in the next week or so, let T. Loftesnes know so they can be picked up

POWER – the Title IV grant was approved and they also received an additional grant to help focus on the needs of students with disabilities; will be hiring additional staff to fulfill the requirements of this grant; because the grant means more staff and more students to be serviced, there will need to be some office swaps which include: new grant employees will accommodate their students where the current Red and Green offices are; Red and Green will move to the current Veterans office; Veterans office will move to the lower level of Dakota Hall

CETL – need more volunteers for Transitions; will be holding a scavenger hunt this year for students; volunteer opportunities will be at the zoo, YWCA and Minot Park District; each student will receive a Red Book (planner and important date book); FYE had many close over the summer; NSSE workshop will be on campus on October 15; September 11 is the National Day of Service

Veterans – as stated earlier, will be moving to Dakota hall

CEL – usual summer events were successful; very excited to be working with Starfish and integrating that into Blackboard; concentrating on Bismarck as that has many opportunities for us

Ed & HS – still have three faculty positions open (Comm Dis)

Security – working on policy and procedures in regard to security issues

Housing – Hall director training is complete; RA training starts today and will run for two weeks; we are at 85% occupancy; furniture deliveries will happen soon; halls open on August 22 for move in day and we will need volunteers – let C. VanDyke know if you are available

Plant – geo thermal had two leaks and the original installer will be contacted for repairs; may take ten days to repair and we are looking at the first two weeks in October for this to happen

ITC – upgrading all labs and classrooms; had 17 pallets of e-waste this year; had some web pages with copyright infringement which have now been corrected; will begin limiting paper usage for students this fall – once they exceed 500 sheets they will be charged a minimal fee; state-wide CIO meeting will be held at MSU on September 9 and 10

Library – new cataloguer has started; furniture should be here around beginning of September; received notice that D. Just has announced her retirement effective September 15; will have vending machines installed in the library; had a successful library retreat in July to set goals and objectives

NDCPD – working in collaboration with the Sertoma Club we now have a looping system installed in Nelson Hall to aid hearing impaired visitors; will present new workshops on poverty, gender differences and orientation

CoB – two new faculty starting this fall; still have three open positions which is presenting some challenges

Financial Aid – completing reports and following up with students

Honors – have around 100 students in the program this fall with 28 of them being freshmen; prepping a couple of Honors classes; will work with the VPAA and J. Rumney to honor L. Rumney in the Honors Center

Adjourned at 10:55 am

Respectfully submitted, Deb Wentz