

University Cabinet Minutes  
September 16, 2015

**Present:** Brent Askvig, Libby Claerbout, Linda Cresap, Conrad Davidson, Melissa Fettig, Russ Gagnon, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Alysia Huck, Lenore Koczon, Teresa Loftesnes, Wes Matthews, Devin McCall, Jacek Mrozik, Cheryl Nilsen, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, Marv Semrau, Steven Shirley, Melissa Spelchen, Doreen Wald, Kris Warmoth, Jonelle Watson, Deb Wentz, Lori Willoughby and George Withus

**Absent:** Stephen Banister, Lynda Bertsch, Alex Buchholz, Lisa Eriksmoen, Gerri Kuna, Forrest Macy, Holly Major, Annette Mennem, Rebecca Porter, Brian Smith, Katie Tyler, and Laurie Weber

**Guests:** Connie Blair, Melissa Cantone, Tonya Critz, Patti Hunt, Tammy Wolfe, and Erica Ziegler

**Approval of minutes:** minutes of August 6, 2015 meeting were approved as written.

**New Business**

**1. Senate Reports**

**Faculty Senate**

Senate President Linda Cresap provided the following report:

- The survey summary was distributed to senate with instructions to review within their respective areas and list questions and concerns; these will be reported back to senate at their next meeting and will be addressed at that time; does not appear to be many questions
- Have been busy updating various web sites
- Starfish seems to be accepted and going well

**HLC**

- Co-Chair Linda Cresap provided the following report:
- All six teams have met and reviewed criteria
- We are looking to set our next visit date sometime in the fall of 2017
- Focus for this review will be on 2016-2017
- As we are just beginning our strategic planning process, team number one is in a holding pattern as their criteria addresses the institution's mission
- All teams are moving forward in collecting data to argue their particular criteria
- An HLC SharePoint site has been established; let L. Cresap know if you want access to view what is taking place

**Staff Senate**

Senate president Forrest Macy was not available but did relay that there was no business to report

**Student Government Association**

SGA president Alex Buchholz was not available but the Cabinet recognized and congratulated him on his coronation as MSU King during last night's homecoming activities

## **2. President's Report**

- Thank you to all that have spent so much time on making our Homecoming activities such a success
- The President's Club lunch is today at noon
- Friday the Board of Regents will be on campus for their fall meeting; Chancellor Hagerott will be the guest speaker; his time on our campus that day will be very limited as he wants to meet with Regents, the senate leaders, get a tour and meet with the president all wrapping up by around 12:30 as he has another commitment in Bismarck later that afternoon. We are working with his office to get him back on campus so he can have meetings with the various constituents – the SBHE will be here in December so that may be a good time to arrange some meetings.
- The Chancellor has organized “study groups” to look at issues that have come up in his legislative, community, and campus visits. He will be looking for recommendations in the following areas:
  - Governance
  - Cost Containment
  - Mission (NDUS, Universities)
  - Tuition and Fees
  - Shared Services
  - Retention
- Dr. Shirley has been asked to lead the committee discussing shared services
- CTF has been reestablished and will be meeting soon; surveys indicated that salaries are an issue; we will have four faculty representatives, four staff representatives, athletics representative, HR, and Controller
- J. Mrozik is leading the strategic planning process – very close to finalizing the process and will publish to campus once completed
- HUD competition deadline is in October; MSU's focus is on affordable student housing, MSU presence in downtown (Art related) and 1 and 2 year trade programs provided by other ND colleges here in Minot. NDCPD has been asked to submit a plan related to addressing the needs of the vulnerable population (communications, transportation, etc.). We should know by mid-January if we are successful in securing grant money in any of these areas
- The dean at DCB, Jerry Migler, has been asked to be a part of this Cabinet as it will allow better communications and opportunities to collaborate
- VPAF search committee has forwarded their recommendations for consideration; the pool was very light with applicants and there is an interest in continuing to look for qualified personnel. Thank you to Jonelle who has taken on all the work involved with this position.
- Vice Chancellor Laura Glatt has resigned her position with the NDUS; she has accepted a position out of state
- VPAA search committee is close to being finalized and should be moving forward soon

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

Library – some of the furniture was received however, there were problems with some pieces so we are waiting for the company to fix them before assembling all of them; Donna Just's last day was yesterday; have installed a soda machine but are still waiting for a food vending machine

Athletics – soccer had their first home game last night and were successful in defeating the University of Mary; Volley Ball kicks off their home stand tomorrow – stop by the Dome and take in the game while looking at the new vision board which is the largest in NCAA II; Women's Basketball reunion will be held during Homecoming; Hall of Fame will be on October 3 and will include a track reunion from 2001-2011

IR – waiting for 4<sup>th</sup> week numbers which will come out next week before doing any comparisons; busy with HLC teams and strategic planning; if you want any data please fill out the form on the IR website

Honors – off to a good start so far

Grad – finalizing MOU with DSU to bring in transfer courses to match our M.Ed.; on September 28<sup>th</sup> will be at the Mid-Dakota Education Cooperative promoting our graduate programs; received the report from NACDA regarding advising – we will look at these and recommend improvements where needed

Student Health – we will have a Psych Nurse Practitioner starting tomorrow to improve mental health services on campus – will offer services 2-3 hours per week; flu vaccination information will be coming out soon; working with Wellness Center on a campus wellness program

Registrar – new administrative assistant has been hired; 4<sup>th</sup> week numbers are final next week

Student Success Center – please contact any committee members if you have concerns or problems with Starfish; 374 early alerts completed

Advancement/Alumni – had a great turnout for the Block Party last night; President's lunch is today and the Golden Awards tomorrow; have hired Dan Langemo as the Major Gifts officer; audit has been completed and showed no deficiencies; have \$25M in assets – just seven years ago this figure was at \$10M

Financial Aid – have distributed \$7.2M so far

Ed & HS – revising the MOU with Briercrest to bring current; working on MOU with DCB for early childhood degree (they offer associate degree and could complete 4 year at MSU); working with NDSU on program that will tie into M.Ed.

CETL – transitions went very well; good feedback so far on FYE; call for proposals at the end of the month for next year FYE; NSSE workshops in October; Engagement Symposium for October 16 was cancelled, however, conference attendees will have an opportunity to present; tutoring center is full; this is our last year for Title III reporting

Veterans – happy to be in the new location and students appreciate the larger area; working with Team Red, White, and Blue to connect community to campus to assist in helping Veterans get jobs after they obtain their degree; Veterans week activities will be posted soon; the American Legion Auxiliary awarded two scholarships this fall

Arts & Sciences – had a successful hiring season; had a wonderful opera performance last weekend; Notstock will be taking place soon; on November 6 actors from Grand Forks will present 10 accounts from the Warrior Words project as a theatrical performance

Marketing – please encourage students to use the ASK MSU web site when making choices for majors; this site has been updated with specific information relative to our majors

Student Activities – A. Hughes had her baby yesterday and will be on leave for a while; need volunteers at 8:50 on Saturday morning to help with parade setup; at tailgate we will have a Beaver walk at 11:40 – football players will walk through the area and will allow fans to wish them luck - this will be a regular tailgate event

Enrollment Services – we had over 700 students on campus for the Future Palooza; recruiting is in high gear right now; will be hosting an Open House and Fall Preview Day in the near future; today we have over 120 dual credit students on campus from Minot High; we will once again be hosting MSU nights at area high school games

DCB – homecoming activities last week were very successful; hosted a social for community members to meet the new Dean; Chancellor visits the campus tomorrow; held an “Active Shooter Drill” on campus which took about three hours to complete – it was very thorough

Publications & Design – letter head should be delivered soon; employee directory should be ready to print next week

PIO – many news releases going out since the start of school; Phase II of Bakken U will be starting soon; PIO will be starting monthly meetings with different departments in search of stories and highlights

Security – on Monday, we had an unplanned fire alarm drill in Memorial – everyone responded well until the problem had been identified; on September 29 there will be a campus wide fire drill beginning at 2:00

Housing – thanks to all those who helped on move in day; currently sit at 82% occupancy; working with M Life for various activities; will be attending a regional conference in Wisconsin next month

International – we are down a little with our Canadian student count; International student increased by 41; we will be hosting two partner schools in Norway during Hostfest week; the Rotary Peace Pole will be dedicated during that week as well; we will have 7 students completing study abroad programs in January

POWER – have been short staffed with three open positions and H. Major out for medical reasons; waiting for furniture in the new area on third floor of the Student Center

CoB – once strategic processes are finalized, there will be a SharePoint site set up for the campus to review; along with MADC we are hosting the Business to Business Forum during Hostfest week; are currently hosting representatives from the University of Social Sciences and Humanities from Warsaw, Poland

CEL – A. Heitkamp has been taking groups of new staff to the MAFB to meet with MSU personnel on base; will host a feedback session for Bismarck students on October 6

VPAA – NDUS is hosting an open textbook institute from October 6-8 in Valley City. There will be attendees from MSU at this event

ITC – hosted the State CIO meetings on campus

Business Office – reinstated the Compensation Task Force as a result of campus surveys

Student Affairs – encourage students to attend the “Are you Workplace ready” presentations on October 1

Miscellaneous – S. Shirley stated that although our primary purpose is education of students, the safety and security of these students is first and foremost our responsibility. There was an altercation between students and we are moving forward in the process.

#### 4. Acknowledgements

These were included with your materials for this meeting.

Adjourned at 10:40 am

Respectfully submitted, Deb Wentz