

University Cabinet Minutes
December 4, 2014

Present: Brent Askvig, Stephen Banister, Caren Barnett, Lynda Bertsch, DeVera Bowles, Libby Claerbout, Conrad Davidson, Lisa Eriksmoen, Brian Foisy, Russ Gagnon, Laurie Geller, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Alysia Huck, Marley Kotylak, Gerri Kuna, Teresa Loftesnes, Holly Major, Wes Matthews, Devin McCall, Christine McIntosh, Annette Mennem, Jacek Mrozik, Neil Nordquist, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, Rebecca Porter, Marv Semrau, Steven Shirley, Brian Smith, Steven Swenson, Doreen Wald, Kris Warmoth, Jonelle Watson, Deb Wentz, and George Withus

Absent: Dick Jenkins, Lenore Koczon, Laurie Weber

Guests: Lindsey Benson, Chelsea Geis, and Jessica Smestad

Approval of minutes: minutes of April 16, 2014 meeting were approved as written.

New Business

President Shirley welcomed all new members and guests to cabinet. Neil Nordquist was also recognized as this will be his last meeting. Nordquist was thanked for his dedicated service to Minot State for the past 18 years.

1. Senate Reports

Faculty Senate

Senate president DeVera Bowles provided the following report:

- Senate has had very lively discussions and an exchange of meaningful dialogue at their meetings so far this year – it promises to be a very productive year
- Senate was very pleased to honor former alum, Robert Hubbard, at their Academic Hall of Fame event in October.
- Gen Ed curriculum is new this year and we are excited about that. Faculty will be encouraged to participate in the First Year Experience as this is not only beneficial to students but faculty members as well
- Will be working on keeping web sites up-to-date
- Committees are all working on assignments

President Shirley commended the dedication of the faculty and thanked them for their service to the university.

Staff Senate

Senate president Steve Swenson provided the following report:

- Senate is comprised of 29 staff members representing all areas of campus. They are a very dedicated group and are good to work with
- Senate revived a project that has not been produced for a number of years and is pleased to announce that the MSU Cookbook should be available for purchase either January or February of 2015. The \$15 fee will help fund scholarships for staff and/or dependents

- We have a new committee, the Orientation Committee that works closely with HR to acclimate new staff and welcome them to campus. A campus tour has been scheduled for new staff tomorrow
- We will once again be hosting the annual Holiday office decorating contest and encourage participation across campus

President Shirley thanked Staff Senate for all they do on campus and is encouraged by the enthusiasm they show in support of Minot State staff.

SGA

Senate president Marley Kotylak provided the following report:

- SGA took the pledge to be a part of a new nation-wide campaign called It's on Us. The program is to help eradicate sexual assault on campuses. This initiative was first introduced by President Obama and VP Biden
- Currently examining the role of the SGA and restructuring the group to represent a more prominent role of serving the student body. The MSU Life activities will be separate from the SGA
- Plan on having a busy year

President Shirley commended the SGA for taking an active role in the Chancellor Listening Session that was held on campus. It is encouraging to see so many students involved in this most important position for higher education in ND

2. CETL

Beth Odahlen provided a summary of CETL's external five-year evaluation. Highlights include:

Goal of the grant was to meet two objectives: increase student engagement and improve first-to-second year retention to 75% and six-year graduation rate to 40% by the end of the five-year grant period.

For the engagement piece:

- CETL implemented a number of strategies to meet these objectives which included implementing a First-Year Experience program; a student engagement program; academic assistance programs; and faculty development programs. Results of these strategies provided 100% engagement activities for all first year students; 57 of MSU's 63 academic programs require an engagement/field experience; 15 mini-grants have been awarded to faculty and staff to improve engagement in coursework or activities; development of several faculty engagement opportunities; awarding travel dollars to faculty, staff, and students to conferences devoted to engagement and/or success

The second objective of improving retention and graduation rates proved to be a bit more difficult in meeting goals due to conditions beyond the control of the university. The city of Minot suffered a devastating flood in 2011 that destroyed many homes making it difficult for students to find affordable places to live. Coupled with that, was the expansion of the Bakken oil field in Northwestern ND which drew many students to high-paying jobs. These factors resulted in an 8% decrease in enrollment and the retention rate dropped to 63% from 72.9% during 2012. Since that time numbers are increasing and the current six-year graduation rate sits at 40%, exactly the target set in the Title III proposal.

Recommendations from the evaluator included:

- Provide a more structured assistance program for the Enhanced Study Program participants

- Implement the leadership program for students
- Sustain the Title III initiatives (which Minot State has elected to do)

Jessica Smestad has redesigned the peer mentoring/study group program in light of the loss of the Title III funds. Information was shared with cabinet members and faculty are encouraged to talk to students about the advantages of this program

Going forward, it will be imperative for CETL to work more closely with CEL to increase more non-traditional instruction and workshops, etc.

3. President's Report

University Updates:

- Title IX training has been completed. We had a very aggressive schedule that allowed various sessions throughout the day so all employees on campus were able to attend
- We have decided to move the graduate Dean position to ½ position and L. Willoughby has agreed to serve as the Assistant Dean to the Graduate School – she will still retain ½ time teaching duties in the College of Business
- Special thank you to A. Heitkamp and A. Mennem for the wonderful events they planned during Veterans Week and Native American Awareness Week
- Enrollment – have implemented some new initiatives to raise awareness of MSU. Thanks to all those that have participated in the community visits and the Fall preview day. It is so important that we all do what we can to raise enrollment especially in light of the new funding policy which is based largely on enrollment

It was requested that at the next Cabinet meeting we have a refresher training session the new funding model. This will be added to the agenda

- The SBHE has approved a new admission standard for all NDUS institutions which will go in affect fall of 2016
- Chancellor's search has begun with Listening Sessions. The SBHE will serve as the Search Committee. If you were unable to attend a Listening Session you may also email comments to Chancellor.search@ndus.edu.
- Work is still being completed on the tuition model so nothing has been finalized as of now
- Everyone is reminded to attend the retirement social for N. Nordquist on Tuesday, the 9th. We are moving forward with naming an interim dean for the College of Ed & HS and may be able to make that announcement today or tomorrow
- Thanks to all who have completed the prioritization work. We will be moving ahead with this project
- We are due for another HLC review in 2017. As you all know, there is considerable work that needs to get done prior to the visit. L. Cresap has agreed to lead the efforts in completing the self-study and prepare for the visit
- College of Business will have an accreditation visit in February

Governor's Budget Address:

- Governor Dalrymple made his recommendations yesterday; keep in mind these are only recommendations and once they go through the legislature there will more than likely be many revisions
- MSU's Career and Tech Ed building was not included in the recommendations but he has recommended that our deficiency request to cover flood expenses be granted
- Funding for increased safety and security measures on campuses was recommended
- Five colleges/universities in western ND had requested a cost of living increase for salaries due to the expensive living conditions in this area of the state; this proposal was not included in the recommendations to the legislature
- A 4%/4% salary increase was included for state employees
- The Governor recommends a freeze on tuition for the two-year colleges
- Both merit and needs based scholarship funds have a recommended increase
- Dakota College at Bottineau was included in the recommendation for a \$1.1 million capital project
- The matching grant program is recommended to continue

4. Announcements/Acknowledgements

A listing of acknowledgements was included with your meeting materials and all are encouraged to recognize colleagues who go above and beyond.

Other acknowledgments/announcements from the meeting include:

Student Activities – mark your calendars that the annual Pennies for Patients carnival will take place on January 27th in the Dome. Our goal this year is to raise \$5,000

POWER Center – a Come-Back Scholarship is available for people who have not yet completed their degree – the scholarship is only available for the upcoming spring semester

CETL – a symposium for engagement will be held on the MSU campus April 9 – 10; this is an NDUS-wide event. Let Beth know if you want to assist in any way

IT – Blue lights will be operational soon – we were just waiting for some new plates and server which have arrived; have re-established the ITAC and redefined the roles – they meet the third Friday of every month; we will be increasing wireless coverage around campus with 100 new access points; we have been testing new print management software and hope to implement fall of 2015; NDUS requests that all employees change their passwords every 90 days – if you get an email reminding you to do so, do not ignore it. If you do not change your password you will be unable to access email or anything else until the help desk can re-set it for you

Controller – all of you should have received an email asking you to complete the annual fraud training that must be done by the end of the year. Please make sure your staff completes this by the deadline

HR – annual evaluations will need to be done by March

Athletics – press box is still on time for an April 15, 2015 opening date; we will be installing a large video board in the Dome and the plan is to have this completed by Commencement

Marketing – please review the recent public announcements that contained tips on how all of us can help to market MSU; there will be a preview of our holiday video today at 4:00 in the Beaver Dam; KMSU auction is tonight

President – there are so many wonderful things happening on campus that allow all of us an opportunity to support our students, faculty and staff. Please attend these events and show your appreciation for our MSU community

Adjourned at 10:55am

Respectfully submitted, Deb Wentz