

University Cabinet Minutes
December 16, 2015

Present: Brent Askvig, Stephen Banister, Lynda Bertsch, Alex Buchholz, Libby Claerbout, Linda Cresap, Conrad Davidson, Lisa Dooley, Lisa Eriksmoen, Melissa Fettig, Russ Gagnon, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Lenore Koczon, Teresa Loftesnes, Forrest Macy, Wes Matthews, Annette Mennem, Jacek Mrozik, Beth Odahlen, Cari Olson, Leon Perzinski, Rebecca Ringham, Steven Shirley, Brian Smith, Melissa Spelchen, Katie Tyler, Doreen Wald, Kris Warmoth, Jonelle Watson, Laurie Weber, Deb Wentz, Lori Willoughby and George Withus

Absent: Alysia Huck, Patrick Friley, Gerri Kuna, Holly Major, Devin McCall, Jerry Migler, Cheryl Nilsen, Gary Orluck, and Marv Semrau

Guests: Connie Blair and Karen Brunner-Wright

Approval of minutes: minutes of November 25, 2015 meeting were approved as written.

New Business

1. Senate Reports

Faculty Senate

Senate President Linda Cresap provided the following report:

- Senate received the proposed Connect schedule for the coming year – no endorsement made
- Kudos from faculty for the Starfish program
- Council of College Faculties is questioning the requirement that faculty have to sign a loyalty oath in which they agree to follow ND constitution even though there are objections to certain definitions in the constitution. The Chancellor does not want the CCF to challenge the legislators at this time. The requirement of signing the oath will be included in all applications for faculty.

HLC

- Held a meeting last week with all committees and received updates as to where they are in preparations for the writing the narrative of their criterion
- Some committees have to put some of their sections on hold as they await the completion of the strategic plan
- Hope to start writing this spring

Staff Senate

Senate President Forrest Macy provided the following report:

- Scholarship applications are due today – another reminder will be sent before the end of business today
- Staff satisfaction survey results are posted on the Staff Senate web page
- Cookbooks are still for sale – a couple stores downtown are also selling them on our behalf

Student Government Association

SGA vice president Alex Buchholz provided the following report:

- SGA really appreciated being a part of a strategic planning focus group – very good discussion
- Thanks to everyone for a great semester

2. President's Report

- S. Shirley acknowledged that this would be L. Koczon's last Cabinet meeting and thanked her for her years of service. Everyone is encouraged to attend the social at 2:00 in the conference center
- Thanks to all those who helped with the finals breakfast; over 200 students were served breakfast
- Thanks also to those who made a donation to our injured football player C. Kimball
- As announced, B. Winiger has been named the VPAF and will begin on January 19, 2016
- The VPAA position had over 20 applications and the committee has agreed to offer Skype interviews to seven candidates. This will take place in mid-January. G. Rabe has agreed to serve in this position during the interim
- Very positive feedback about the focus groups that have been completed; community members are appreciative of being included in this process
- SBHE met last week with not much in the way of new business; focus was primarily on the closure of the nanotechnology center at NDSU
- OMB has requested a revised budget forecast due to the state's shortfall on revenue collections. This should be completed mid to late January. The legislature may opt for an allotment process which would mean that state agencies would have to give back a certain percentage of funds allocated to them in the last session. There will be an email sent to all faculty and staff following this meeting explaining all of this and to make everyone aware of the need to tighten our own budget.

3. Announcements/Acknowledgements

VPAA – thanks to everyone for the enjoyable years spent at MSU

VPSA – set up an orientation committee and they are working on setting Connect dates

Student Life – counseling center has been busy; had a good diversity event a few weeks ago; men's hockey is still number one in the nation

Athletics – everyone is encouraged to attend the women's basketball game tonight as they take on conference rival University of Mary; during the holiday break the Dome will be hosting "Class B Days" which brings in a lot of students from the surrounding area

Native American – save the date cards for the powwow were distributed

Business Office – still have 57 faculty/staff who have not completed the fraud training

Enrollment – up 23 students from this time last year; working on spring schedule for Minot High School – let them know if you are interested in helping out

Student Success – L. Bertsch thanked everyone for all the support she has received during her medical leave

Student Center – Sodexo will be open limited hours during the holiday break; Connect session this Friday

Publications & Design – have been doing a lot of work for the enrollment office; finalizing the spring Connections publication

CEL – will be holding a winter College for Kids during the holiday break; hoping to do more of these little sessions when we have a break on campus; open house is set for January 7, 2016; Kari Schmidt will be taking over the coordination of dual credit classes

Financial Aid – reminder to all faculty to use the proper codes when entering grades as this does affect various offices including financial aid

GBO – the last of the furniture should be here soon; will host an open house after everything is in place; looking for a night position due to a resignation

HR – instructions for staff evaluations will be coming out soon

Veterans – there are several different groups scheduled to come to campus to raise awareness of benefits available to veterans

Marketing – Be in the Know starting next semester

A&S – things are going fine

NDCPD – thanks to all who attended the A Step meetings; currently conducting a statewide needs assessment on brain injuries

Graduate – working with enrollment on a “refer a friend” program with incentives;

CETL – our last APR will be submitted in January; thanks to CETL staff for all their hard work; Day of Service will happen during week of January 18th – let CETL know if you are interested in volunteering

Title IX – working with DCB to provide training on their campus sometime in January; working on the sexual misconduct policy; will be working on a campus climate survey

IR – have received a lot of requests for data; course evaluations will come out on Tuesday morning

International – please visit the world religious holiday displays in the multi-cultural center; very busy working with international students who are traveling as there are new forms that have to be completed; also starting tax preparations for Canadian students

Facilities – G. Orluck had been on a medical leave but does plan on being back on campus after the New Year; looking for another administrative assistant due to a resignation

ITC – many projects being done over the break; NDUS will be coming to campus to conduct a technology inventory

Student Health – it's not too late to get your flu shot; the office will be closed December 21 – January 11;

POWER – fully staffed now; will have an open house in the new area after it is finished; still looking for students to fill the new portion of their grant (students with disabilities)

Ed & HS – Comm Dis is holding their retreat this morning; looks as though they will have 2 of the 3 open positions filled soon; SPED has 3 open positions

CoB – thanks to everyone for participating in the focus groups; will be holding an open forum sometime in January; there will also be an online survey available; hoping to fill open positions in the college soon

Registrar – grades are due on Monday the 21st – not meeting the deadline delays a lot of behind the scenes things from happening so full cooperation is much appreciated

DCB – starting in January they will be offering a class in stone masonry

Adjourned at 11:00 am

Respectfully submitted, Deb Wentz