

University Cabinet Minutes
February 24, 2016

Present: Stephen Banister, Lynda Bertsch, Alex Buchholz, Libby Claerbout, Linda Cresap, Conrad Davidson, Lisa Eriksmoen, Melissa Fettig, Russ Gagnon, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Alysia Huck, Gerri Kuna, Teresa Loftesnes, Holly Major, Wes Matthews, Devin McCall, Annette Mennem, Jerry Migler, Jacek Mrozik, Gary Orluck, Leon Perzinski, Rebecca Ringham, Steven Shirley, Brian Smith, Katie Tyler, Doreen Wald, Jonelle Watson, Laurie Weber, Deb Wentz, Lori Willoughby, Brent Winiger, and George Withus

Absent: Brent Askvig, Lisa Dooley, Patrick Friley, Forrest Macy, Cheryl Nilsen, Beth Odahlen, Cari Olson, Gary Rabe, Marv Semrau, Melissa Spelchen, and Kris Warmoth

Guests: Heather Martin and Mindy Rudnick

Approval of minutes: minutes of January 20, 2016 meeting were approved with one correction.

New Business

1. Senate Reports

Faculty Senate

Senate President Linda Cresap provided the following report:

- Held a procedural meeting on the 18th – NDUS is looking at Gen Ed
- Held a discussion with the bookstore on Price Match
- CCF passed a resolution that requests the presidents of institutions across NDUS endorse the prioritization of the academic mission of each institution when making budget decisions and that faculty input is solicited during this process

HLC

- All work on HLC will be put on hold until we know the status of President Shirley in regard to the UND position

Staff Senate

Senate Vice President Mindy Rudnick provided the following report:

- The annual silent auction will be held April 11-13 in the conference center; this year's recipient of the proceeds is Companions for Children
- Looking at staff representation to match what the bylaws state – currently some areas may be underrepresented
- Surveyed staff to determine need of professional development opportunities

Student Government Association

SGA vice president Alex Buchholz was not present but did provide the following report:

- Had a very good turnout of students for the recent town hall meeting
- Surveyed students to get opinion on what they would do if they had unlimited resources and they agreed that renovation of residence halls should be a priority; if they could cut anything they

would allow outside food vendors to have food in the Student Center and not just limit it to Sodexo

- Looking at non-Canadian, International student insurance plans; the cost is very expensive
- Campaigning for next year SGA officers is currently taking place; election is on March 2, 2016

2. Fourth Week Enrollment

R. Ringham gave a detailed report of the official enrollment numbers for spring. Data from this same time a year ago shows a 4% drop in official headcount. International, new freshman, MAFB, and Native American populations showed increases from this same time a year ago.

Academic Affairs Council is looking at ways to improve enrollment and will be hosting another Enrollment Summit to talk about solutions.

3. President's Report

- Have completed the budget allotment process; thanks to all the deans for their input; all areas of the campus will feel the results; we must be cognizant that it is very possible that at the end of the next legislative session campus budgets will be considerably less than what we received last time. Some ways to meet the budget allotment included an early retirement option for those that qualify (TIAA CREF participants); another wave of offers may be sent to those that qualify (NDPERS participants). We are only allowed to offer early retirement options if it results in a financial advantage for the institution.
- We had a wonderful media event announcing the Severson gift; will now submit for Challenge Grant consideration which would turn it into a \$3M gift
- Two finalists for the VPAA position will hold campus interviews in the next few weeks
- With the announcement of M. Semrau's impending retirement, we will begin a search immediately for another VP of Advancement
- At the March 15 SBHE meeting, S. Shirley has been asked to give a presentation on our GrowND plan; the board wants further information as to whether or not the plan has been helpful; it clearly has helped MSU bring in new students to the state, in particular, International students. This is an advantage as North Dakota has limited numbers of high school students that eleven institutions are competing for
- We still do not have details as to what and how the HUD resiliency dollars may be spent
- There are a number of events taking place on campus these days (jazz concert last night, Science magic show, theater, Flat Tail Gallery opening) and all were encouraged to attend events to show your support of our students, faculty, and staff

4. Announcements/Acknowledgements

DCB – enrollment is exactly the same as last spring; retention efforts are paying off; hockey team is off to New York for nationals where they are the number two seed in the nation; Chancellor was on campus for a book read event; looking at the possibility of reconfiguring some programs where they would start in the spring rather than the fall as well as looking at possibility of moving some to the Peace Gardens or at Assinibone Community College in Manitoba.

CoB – Strategic planning has finished all focus group sessions as well as closed the online survey – data is currently be analyzed and will be shared with the campus at 2 open forums in March; CoB is working on the details for the Challenge grant involving the Severson gift; the IACBE will formally acknowledge MSU’s reaccreditation at their conference in April

GBO Library – will be hosting an open house in April to show off the re-configuration; looking at a new library system for the state of ND all directors will receive survey to assess efficiencies and shared services

ITC – working on wireless on campus to make it more reliable and available to all areas of campus; switching out some of the security cameras; the original RFP on the email consolidation project failed so NDUS is working on a new one; the email project will only affect faculty and staff – students will remain on the old system

Bookstore – MSU’s bookstore is one of a few throughout Barnes and Nobel that was selected to run a pilot program for price matching; March 3 is the deadline for summer books; April 1 is the deadline for fall books

Financial Aid – previously thought that aid through the Perkins Loan program would no longer be available but have recently received notice that it has been extended for two years – criteria will be much more detailed and administration much more complex; FAFSA deadline for next year is April 15

Registrar – Since the first eight-week and 16-week Starfish enrollment reporting was such a success, Starfish enrollment reporting will be added for second eight-week courses this term; catalog deadline is next week

CETL – peer mentors are currently being hired for fall semester; the Academic Advising Committee will hold a training session in March focusing on how to better use the tools in Campus Connection

Enrollment – thank you to those that helped with the high school game nights; thanks to faculty who have helped with campus visits; a couple of personalized student pieces have been developed; continue to receive applications for summer and fall

International – negotiation continues with CoB and Telemark for seniors to take fall semesters in Norway; hope to promote this in the fall; the Spain and Portugal study tour will take place as planned; the China study tour will not take place due to lack of participants; as previously mentioned, the International student insurance is very expensive and it is an NDUS policy that students must be covered – there is some investigation and discussion happening at the state level regarding this

Facilities Management – business as usual

Security – have completed the active shooter/lockdown training with good attendance from across campus; will be holding a lockdown drill later

Student Housing – upgraded software is in but requires a lot of clean up; will go live on Monday for all housing contracts; we will not be closed at Christmas break next year; IT has installed printing stations in each hall; looking at laundry options and the benefits of making this service open access (no charge)

A & S – have had a couple of successful searches with contracts completed

HR – March 31 is the deadline for evaluations

Student Development – Diversity Committee has some events planned in the upcoming weeks watch the public announcements for an event on March 3; on April 26 they have partnered with NDCPD to bring Kostas Voutsas from DSU here for a Cultural Competence Presentation

Student Health – conducting an environmental sleep scan study; have received proposals for an electronic health record program; preparing for spring break promotions for students

Graduate – should have the campaign with the custom posters completed right after spring break; the Advising Committee is working on awarding an Advising Certificate to those that complete the various training sessions– this will provide good recognition as well

Marketing – there is a Be in the Know session this afternoon and will cover Google analytics, Athletic logo usage, Title IX, and Veterans services; there will be a professional photographer on campus March 1st and we need your help in referring students to participate; have 20 people committed to sharing on social media right now; one last request – the gnat problem on the third floor of this building is horrible so we do request some help in eliminating them!

Business Office – staff are just wrapping up a space inventory for part of the Master Plan; state Performance Audit Division is here this week to look at purchasing card procedures

Veterans – hosted ND Veterans Town Hall meeting on campus and had good attendance; on March 9 will be working with Greek organizations on campus, POWER Center and the Native American club to make mats for homeless shelters – will run from 10:00 – 2:00 in the Beaver Dam; March 22 will offer some training for EBenefits

Publications & Design - completing a lot of recruitment and alumni pieces; have been working more collaboratively with DCB and producing pieces for them as well

POWER – three staff went to a conference and shared many great ideas to better help our students

Student Center – busy time of year with many year-end conferences being scheduled; three new entertainment directors for student life will be on board next fall; hosting a Safe Spring Break on March 9

Student Success – while L. Bertsch was gone, she was able to keep up with students and assist through email; end of the year activities are getting started with many students seeking their services

Native American – business as usual

DCB Minot – might hold a summer bridge program for HS students (English and Math) but it will depend on the interest for this

PIO – have been getting a few more stories – keep sending them

VPAF – thank you to everyone for being so welcoming; have met with many on campus and appreciate their honest discussions on department needs and issues; have begun work on developing procedures for completing the annual budgets to make the whole process much more transparent and understood throughout the campus

Student Affairs – thanks to L. Cresap and T. Wolf for all their hard work on making sure the Starfish program continues to be a success; working on meal plan/housing rates for next fall

Athletics – finalizing plans for the all seasons cover on the football field; MBB and WBB both have post season play tonight; softball is playing in St. Cloud; starting next week will be hosting tournaments in the Dome every week through April

IR – College Student Inventory Trend Outcomes Report is available on the IR website; official enrollment reports for spring are posted as well; electronic course evaluations for 8 week went out on Monday the 22 and closes on March 1 – all faculty have been emailed

Question was raised on the CEL reorganization that was mentioned in the memo to campus regarding the budget allotment – at this time the details have not been finalized

Adjourned at 11:00 a.m.

Respectfully submitted, Deb Wentz