

University Cabinet Minutes

August 24, 2016

Present: Brent Askvig, Stephen Banister, Lynda Bertsch, Andy Carter, Libby Claerbout, Linda Cresap, Conrad Davidson, Lisa Dooley, Patrick Friley, Russ Gagnon, Laurie Geller, Andy Heitkamp, Alysia Huck, Teresa Loftesnes, Holly Major, Devin McCall, Jacek Mrozik, Cheryl Nilsen, Beth Odahlen, Cari Olson, Gary Orluck, Rebecca Ringham, Mindy Rudnick, Zeni Shabani, Steven Shirley, Jessica Smestad, Brian Smith, Katie Tyler, Marc Wachtfogel, Doreen Wald, Kris Warmoth, Jonelle Watson Laurie Weber, Deb Wentz, Lori Willoughby Brent Winiger, and George Withus

Absent: Alex Buchholz, Lisa Eriksmoen, Melissa Fettig, Kevin Harmon, Rick Hedberg, Gerri Kuna, Annette Mennem, Jerry Migler, and Leon Perzinski

Approval of minutes: minutes of July 27, 2016 meeting were approved as presented.

New Business

1. Senate Reports

Faculty Senate

Senate President, Zeni Shabani provided the following report:

- Faculty satisfaction survey results will be disseminated to faculty soon
- Will reexamine the role of the senate budget and salary committee
- Need to look at bylaw changes due to changes in the faculty rights committee
- Will be looking at benefits for emeritus faculty members

Staff Senate

Senate President Mindy Rudnick provided the following report:

- Fall kick off was held last week and the turnout was excellent; thanks to all those that helped with this event
- Currently setting goals for the coming year
- Staff satisfaction survey results are in and will be discussed at a future meeting

Student Government Association

- No report

2. HLC

- Not much has changed since the last report; all teams will resume meetings now that the semester is underway
- Will be updating evidence data
- Plan is to make revisions to criteria 2 & 3 and have a draft of remaining criteria by the end of this semester
- Sports Management should go through – have 15 students enrolled

3. First day enrollment numbers

- Overall we are down slightly from first day a year ago; promising that new and transfer student numbers are up
- Not all applications have been processed yet for dual credit courses so there will be an increase in that category
- Other demographic information was shared regarding home state, country, county, etc.

4. President's Report

- Thank you to all who have helped with the number of activities over the past few weeks to welcome students to campus; things have gone very smooth
- Business office personnel have been putting in many hours to comply with a lot of changes in the budget process; as well, they are also assisting DCB as their finance director resigned
- Thanks to enrollment services for their recruitment efforts to increase new and transfer students; also CEL for working with personnel at the MAFB to increase enrollment there
- We will have open forums next month to give more details regarding budget issues; we are still waiting to confirm final details as we will need to have final enrollment numbers as well as final number of faculty who accept the early retirement - both of these factors will affect the final budget proposal
- At this point, we do not anticipate another allotment for the current biennium
- Governor Dalrymple has asked state agencies to come in with a 90% budget for the next biennium, however, with a new governor taking office, this could change

5. Announcements/Acknowledgements

VPAA – have 21 new faculty; thank you to L. Magnus and D. Conn for their work in conducting a 2-day orientation session for these faculty; CETL is recognized for their work in Transitions; thanks to all who have helped with Connect sessions last week; we currently have four programs submitted for a Stage I approval; faculty sabbatical requests are due soon

Athletics – teams have started practices and that keeps everyone busy; very impressed with the student athletes; the field should be ready for the first soccer and football game on September 1

VPAF – departments are asked to be conservative in spending their budgets as there is less to work with this year

EdHS – accreditation visit on September 14 for our Fargo program; CAATE will be on campus the end of October; preparing for state program review for teacher education

IR – getting ready for fall – need to have 4th week numbers finalized before requests and reports can be processed

CEL – busy over the summer training faculty with the Blackboard integration; everything has gone well so far; every course will automatically have a Blackboard shell and it will be up to the faculty to activate these before students can see them

POWER – thanks to everyone who helped with Power Week activities; we have received approval to purchase camping equipment for retreats, etc.; we are looking at hiring two additional people; still have grant funds to spend

A&S – working with chairs on budget issues; invite everyone to take part in Notstock events; opera is also coming up soon

Publications & Design – reminder to get bulk orders of paper and envelopes in by August 31; update phone information for your area and get it back to D. Wald by September 2; a brochure listing services available through the department was distributed as well as tips for producing professional documents

Registrar – office is very busy at the beginning of a new semester so please be patient with requests; all are invited to stop by for treats this week

Sodexo – made some changes in dining options over the summer; have some open positions that we are hiring for; there will be a new phone app soon that you can access for menus and other information; please let Sodexo know if you are hosting a large group on campus so they can be prepared labor-wise to handle more than the usual numbers for lunches

NDCPD – finished some staff training; need to find a couple of replacements for people who accepted positions in other MSU departments; working on a new five year plan and right now are finalizing 6-8 goals that will go out for public comment soon; currently have 6 NDCPD staff that are teaching classes at MSU; A-step has 9 students this year

Financial Aid – as usual with the beginning of a school year, their office has been busy handling questions; last day to add or drop is August 31; many annual reports are coming due; in conjunction with a local credit union, we will once again host the \$MRTZ seminar on October 5 for area high school students; in November we will host a workshop for local school counselors; excess aid will be distributed after August 31.

Enrollment – busy processing students for admission; many fall recruiting events are planned; MHS outreach begins today; Preview Day will be November 19; Future Palooza will be held September 13; working on implementing some strategies as discussed at last year's enrollment summit; reaching out to departments to find out what their enrollment goals are

HR – attended DCB convocation last week; working on data consistency across all lines; will be working on policy regarding background checks now required for student workers, interns and volunteers; any program under a federal contract must be a subscriber to the E-verify program; new changes coming in December to FSLA – new rules for classifying employees as exempt or non-exempt which could affect those who would be eligible for overtime pay

Veterans – ND Veterans Educational Training program will begin this fall; P. Hopkins is retiring – watch public announcements for farewell event; finalizing a 9/11 event that will take place on September 9; working with homecoming organizers for a veterans alumni event during that week; state budgets affect national guard members so have been working with them to meet their needs

Student Success – will focus more on working with sophomore students to retain this group of students and keep them motivated to finish their degree – will host a variety of events exclusively for them; will also work on a “countdown to commencement” program for seniors; hosting a health care career fair on October 5; etiquette lunch will be on October 11

Marketing – thanks to all who helped with the ND state fair parade, fair booth and the luau; special thanks to B. Mikula and her daughter for manning the booth last Saturday at the Downtown Festival; home web page will get a refresh after Labor Day; please encourage community groups to hold their meetings on the MSU campus so people have more exposure to us; Be in the Know sessions will start soon

PIO – we will host a media event on August 30 at 1:30 in the Slaaten Center for a Bakken U scholarship recipient; another media event is set for August 31 at 9:30 in the Nursing lab for a Trinity/MSU collaboration; Envision 2030 update meeting will be here on October 26; annual block party will take place on September 13; president's report is being mailed today and Connections will be mailed in November

Housing – thanks everyone for helping with the RHA training these past few weeks; opened on Saturday and had 40-45 volunteers helping students move in; there are 452 currently living in the halls

Security – working on a desktop emergency guide that has disaster information/tips; to comply with the Cleary Act we must conduct a fire drill which will probably take place in September

CoB – strategic plan was rolled out at convocation – committee will reconvene to begin work on action steps; with budget issues there have been schedule changes; B2B seminar will be held during Hostfest

Grad – have finalized a “refer a friend program”

International – held an F1 workshop on Monday with 85 students attending; study abroad fair will be on September 9 in the Atrium; newsletter coming out soon; new videos to promote study abroad

Title IX – continue to implement OCR mandates; conducted training with incoming students as well as faculty; there will be a new online Title IX training program that all students, faculty and staff will need to complete

Honors – 30 new students so far this year; working on Stage II proposal for a minor designation rather than a concentration

CETL – Transitions make-up day is on Friday; everyone is invited to participate in Magic Day of Giving; T. Wolf will be joining CETL for tutoring and SI; FYE has many that are full or closed – any changes must be done as soon as possible; thanks to all that helped with Transitions

Facilities – we are on schedule for the installation of the air supported dome

IT – email migration went well; with Office 365 you do have the option to download the package to 5 computers which does include your own personal; we will have a new state CIO as L. Feldner has been named Vice Chancellor; we collected 20 pallets of e-waste over the summer

GBO – we are back to regular hours at the library; have reduced hours slightly on the weekends; busy going through collections/journals in the lower level to make room for the art gallery

DCB – nursing program has completed its relocation to the Trinity Health – St. Joseph’s campus; L. Brooks is the Associate Dean of Academic Affairs and Students Services (previously were two separate positions); D. Davis is the new Athletic Director and head football coach; preliminary data shows enrollment should be very similar to last fall; the director of business affairs resigned her position and J. Borkowski, is assisting on a PT basis; MSU business office staff provided great support during this transition

Other – Club Fair today

Adjourned at 10:45

Respectfully submitted, Deb Wentz