

University Cabinet Minutes

October 19, 2016

Present: Brent Askvig, Stephen Banister, Lynda Bertsch, Andy Carter, Libby Claerbout, Conrad Davidson, Melissa Fetting, Patrick Friley, Russ Gagnon, Laurie Geller, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Alysia Huck, Gerri Kuna, Teresa Loftesnes, Holly Major, Devin McCall, Janna McKechnie, Annette Mennem, Jacek Mrozik, Cheryl Nilsen, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, 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, and Brent Winiger

Absent: Linda Cresap, Alex Buchholz, Lisa Dooley, Lisa Eriksmoen, Jerry Migler, and George Withus

Guests: Darren Olson

Approval of minutes: minutes of September 21, 2016 meeting were approved as presented.

New Business

1. Senate Reports

Faculty Senate

Senate President, Zeni Shabani provided the following report:

- An ad hoc committee has been formed to look into the faculty sick leave policy; was decided to use UND's model as a framework for ours
- Faculty is participating in setting strategic planning action items – many volunteered

Staff Senate

Senate President Mindy Rudnick provided the following report:

- Staff senate is also participating in the strategic planning process
- Senate is looking into defining emeritus status for staff members when they retire
- Looking into a couple of different recognition events to help boost morale
- Upcoming training sessions include intermediate Excel, ShoreTel, and PowerPoint

Student Government Association

The following report was proved by Leon Perzinski:

- SGA completed their annual safety walk and sent their suggested areas of improvement to the Security office
- Will host a Higher Education day on campus after November elections
- All are invited to attend a concert on November 15th in Nelson Hall; Six Appeal, an A Capella vocal band is performing

2. HLC

- We received good feedback from HLC regarding our QIP
- Site visit in Fargo for our Social Work program went well
- Groups continue their work on each of the criterion

3. President's Report

- The SBHE did not act on our Grow ND tuition model at their last meeting as they want to review more data; the board meets next Thursday but it is unlikely they will take action
- The new mission statement for Minot State University was approved by the board at their September meeting; new signage will be going up around campus
- Next Wednesday we will host the last of the Envision 2030 follow up meetings; all are invited to attend beginning at 1:00 in the conference center; topic is “The Whole Student”
- J. Migler, B. Winiger, and S. Shirley were in Bismarck on Monday to meet with OMB as they begin the budgeting process for the upcoming biennium; have not heard any more regarding the budget we are to prepare for – still at 90%
- We continue to assist DCB with their business services; a new position has been posted for a Business Manager that will have dual reporting to both MSU and DCB
- Air supported dome over the football field will not be up until after the first of the year
- R. Hedberg, C. Barney, and S. Shirley visited with C. Severson, C. Ahart, A. Leonard and W. Loftesnes last week during their trip to San Francisco
- Theater performance opens tonight

4. Announcements/Acknowledgements

VPSA – deadline is November 4 to get fee requests in; admissions staff will be visiting DCB next Monday to discuss shared services; have also reached out to WSC; special recognition to L. Bertsch with her work on hosting a successful Medical Careers Fair, Etiquette Dinner, Majors, Minors, and More Fair and the upcoming Sophomore Supper

VPAF – budget templates should be coming out in the next few weeks; looking into four-year scholarships to enhance recruiting and retention efforts; discussing shared services with DCB, DSU, and WSC

Athletics – Late night with the Beavers is tonight at 7:30; hosting a Hall of Fame brunch on Saturday prior to the football game; soccer is 10-0 in the conference and ranked 11th nationally; first Wednesday in November we will host a playoff game

CETL – please get nominations in for Student of the Month; deadline for Engagement Honor Roll is November 15; FYE class will host a Spooky 5K on Saturday in Oak Park; spring orientation dates are December 16 and January 6 – we will follow the same schedule as in the past but will be looking at revising this for the summer sessions

Honors – Minor is in the final stage of approval

Enrollment – fall recruiting fairs are done except for Canada; have started high school visits; fall preview is November 19; we are up 42 applications for spring

CEL – all NDUS campuses will be moving to a common platform – Blackboard; we will serve as the functional experts and VCSU will serve as the technical experts; B. Mikula was recognized for her excellent service at the MAFB; we still have not found a replacement for M. Timbrook

A&S – NW festival will be on campus soon; theater is starting again; pleased to have K. Neuharth helping out this semester

Career Services – looking at hosting a social for our December graduates; will have Countdown to Commencement activities in the spring

Student Center – business as usual

Publications & Design – business as usual

PIO – the legislative showcase will be held on March 24th at the Capitol; we are resuming the Campus Highlights publication to send to President's Club members and others

Sodexo – staff helped with the Evergreen event at DCB last weekend; will be holding focus group sessions in the coming weeks; many different events taking place over the next few weeks – Wicked Wings eating contest, caramel apple bar, pumpkin carving contest, thanksgiving brunch; will be offering a new meal option in Buckshot's – 5 for 5 – get a \$5 meal in 5 minutes

Veterans – attended the MN State Veterans conference on grants; have had good support from faculty, staff, and community for the mentor meetings; will be meeting with DCB regarding shared services to their campus; Veteran's week is November 6-10 with several activities planned; club will be holding a paper drive for active military; club will be hosting a pancake breakfast at the Moose in November

POWER – thanks to A. Heitkamp for his help with a student in tutoring; went camping at Cross Ranch to enhance bonding between students; diversity panels have been well attended; conducting interviews on Friday

Registrar – still have 27 rosters out for mid-term grading – urge faculty to get this done; on Friday Starfish attendance report will go out; assisted with writing a grant to enable Veterans benefit reporting

IR – dashboards are almost complete; 6 year graduation rate is at 42%; check IR website for more reports

Business Office – working with two new processes – a time labor absence module and a travel expense module – both should automate current system

Financial Aid – would like all departments to have scholarship applications available online so all are due at the same time

Marketing – Minot Area Chamber of Commerce met on campus yesterday – did have some members join in a campus tour after the meeting; November 17th is the annual Showcase of Business with a theme of Fairytale Favorites – working with D. Conn and education students to get our booth organized

International – Global sites photo contest submission deadline is this Friday; International Cultural Day will be on Thursday, November 17

DCB – Career Technical Education visit from the State went well

HR – lot of recruiting taking place; FSLA training announcements will be coming out soon – HR web site also has information relative to FSLA; implementing automated system for applications; still have many more options to automate processes through Oracle/PeopleSoft which will help with follow up and allow for more analytical review

Student Development – Health fair will be in the Atrium on November 3 from 11:00 – 1:30; have 390 holds that have been placed on student accounts for not meeting reporting requirements for immunizations; we have become a Healthy Campus 2020 partner; the Omicron Tau Honor Society will be hosting a drive to benefit the men’s winter refuge

Alumni – everyone is invited to wear their “I Give” t-shirts the first Wednesday of each month; we are currently at 31% participation for faculty and staff

NDCPD – Friday and Saturday we will have the Consumer Advocacy Council on campus; B. Askvig just returned from Norway where he worked on collaborations with universities

Graduate – number of applications for spring are on track with previous year; waiting for final approval from SBHE on the managerial certificate; Advising Council will offer training on November 1 and 2.

CoB – have received a large number of people volunteering to assist strategic planning teams in setting action plans; have a new instructor in accounting; we need to prepare a report for our accreditation; we will participate in the International Case Study Competition in Regina

EHS – CAATE site visit coming up soon; commend all the health careers faculty who recently took part in the Health Career Fair – good comments from employers; looking at the college’s strategic plan and revising to align with MSU’s new plan; will be traveling to NDSU to meet on details of an MOU on the Leadership Academy; November 10th will bring the one act play competition to campus

IT – we have turned off the old link for email and now are completely under the new program; can now start using Skype for business; student email migration will take place the week after Thanksgiving

Student Life – regional conference is November 7th and this will be D. McCall’s last year as committee chair; RHA has many events planned in the coming weeks (political panel discussion, haunted house, etc.)

Security – will be mandatory online training in January to enhance loss control; Cleary information has been submitted; emergency operating guides have been distributed, if anyone needs extras contact Security

Facilities – upgrading lighting around campus – should take place over the next 3 weeks; the former Beaver Lodge location has been turned into a parking lot for anyone to use

Library – D. Harvey retired last Friday; looking to update mission and strategic plan for the library

VPAA – thanks to R. Ringham and A. Heitkamp for their work in obtaining grant funds; Retention Committee met yesterday to continue their work from last semester; there is an Open Ed Resources meeting in Grand Forks next week and faculty are encouraged to attend

Adjourned at 10:30

Respectfully submitted, Deb Wentz