

University Cabinet Minutes
February 15, 2024

Present: Sara Abrahamson, Nathan Anderson, Maggie Backen, Courtenay Brekhus, Paul Brekke, Lisa Dooley, Amanda Francis, Laurie Geller, Deb Haman, Lisa Haman, Kevin Harmon, Rick Hedberg, Cole Krueger, Krista Lambrecht, Jane laPlante, Maleeha Latif, Michael Linnell, Heather Martin, Janna McKechnie, Annette Mennem, Jacek Mrozik, Cari Olson, Darren Olson, Leon Perzinski, Tiffany Pierson, Rebecca Ringham, David Rolandson, Steve Shirley, Carmen Simone, Brian Smith, James Sturm, Laurie Weber, and Deb Wentz

Absent: Katy Allers, Shawn Bennett, Jeremy Feller, Lori Garnes, Andy Heitkamp, Tiffany Heth, Robert Norman, Gary Orluck, Michelle Saylor, Jessica Smestad, Karina Stander, and Jonelle Watson

Guests: Hillory Liccini

Approval of minutes: November 29, 2023 meeting minutes were approved as presented.

New Business

1. Senate Reports

SGA

- No report

Faculty Senate

- Committees will be revised due to the academic restructure, working on suggested revisions to bylaws
- Will need to revise bylaws to make a change in the annual convocation report regarding faculty senate comments and results

Staff Senate

- Staff satisfaction survey went out on Monday and will close on the 26th; a follow-up survey will be developed from the data received to clarify comments
- Staff orientation procedures are being developed
- Customer service guidelines/processes will kick off on March 14th at 10:00; all faculty and staff are encouraged to participate in this training

2. President's Report

- Faculty will be surveyed regarding us of AI; this is an initiative driven by the NDUS and SBHE; how are we being innovative, creating it, and using it; how does it affect the classroom
- If you or withing your office of department are affected by AI lest us know; what are we doing to prepare students for this changing environment
- Thanks to all that attended the budget forums; Strategic Planning and Budget Council have been meeting weekly to address the challenges
- Enrollment this spring is slightly up from the same period a year ago

4. Acknowledgements/Announcements:

Financial Aid – FAFSA still has problems; scholarship deadline is today

DCB – we will be renaming the Minot CTE space to DCB Downtown; plan to have a grand opening in late March or early April; starting with dental assistant followed by dental hygiene

HR – Annual reviews will be due soon

NA – we will be hosting the ND Native American State Science and Engineering Fair next wee

5. Administration and Finance – Annual Budgets

The budget process this year will be based on a zero-based budget. Budget managers will fill in their base amounts for the various expense items from the drop-down menu. This is the bare minimum the department would need to operate the department in an effective and efficient manner to meet program outcomes. For many departments this will likely not include things such as travel and professional development.

If there is a need for more allocated for any expense, managers may use the “moderate operations” column to add dollar amounts above the base operations. These dollar amounts will need to include an explanation/justification for the increase. If costs in any column are recurring because of multi-year contracts/agreements need to be noted.

The new strategic initiatives column is to implement new ideas. Please provide an explanation for any future associated costs.

Complete budgets based on the assumption that computer purchases will be centralized. If a department has needs above those, they will need to include them in the budget request. Do not need to include any information from full-time benefitted employees, unless you have positions you will not be filling, or if you are requesting positions. Include in the budget all temporary employees including adjuncts, overload, student workers, etc.

6. Marketing – Brand Refresh

To ensure Minot State University communications are consistent, accurate, and reflect the qualities and brand pillars of the University, all external Minot State University academic brochures, publications, advertisements, and similar items promoting specific academic programs, departments, or special events will necessitate a visual review by the Marketing Office prior to printing.

In June a brand refresh will be implemented. Modifications have been made to colors, blocks, and geometric additions. Templates will be updated at that time and a new email signature block will be shared.

Adjourned at 10:25

Respectfully submitted, Deb Wentz