

**Minot State University**  
**University Chairs Council**  
**October 24, 2018**  
**Meeting Minutes**

**Members:** Lori Willoughby, Jay Wahlund, Robert Crackel, Alex Deufel, Robert Kibler, Scott Kast, Erik Anderson, Dan Ringrose, Terry Eckmann, Ann Beste-Guldborg, Holly Pedersen, Niki Roed, Gary Rabe, Vicki Michels, Bill Harbort, Jessica Smestad, Laurie Geller

**Guests:** Rebecca Ringham, Cari Olson, Erik Kana, Jacek Mrozik, Mike Linnell, Teresa Loftesnes, Brent Winiger

**Absent:** Jay Wahlund, Erik Anderson

Welcome to all by Laurie Geller, with meeting called to order at 4:05pm. Motion made by Robert Kibler to accept September 26, 2018 UUC minutes as written, seconded by Alex Deufel – no discussion, September UCC minutes approved as written.

Data on provisionally admitted (PA) students (see attached PowerPoint) and non-provisionally admitted students (2017-2018) presented by Cari Olson and Rebecca Ringham

- Slides are for only first time, FT cohort.
- Students to be in cohort must have been included in the fall fourth week numbers.
- Some of terms used with explanation.
  - Matriculation – student ready to enroll
  - Persist – term to term
  - Retention – fall to fall
- Discussion: Should we spend money on getting better students? Should we enhance advising as major requirement (no way to follow student? What is the cost for a PA student? Is it worth spending the money if student is not responding?

Budget workbooks and budgets in the next biennium presented by Brent Winiger.

	FY16	FY17	FY18	FY19	FY20
Revenue					
Tuition	\$16,550,000.00	\$15,795,000.00	\$16,326,432.00	\$16,284,905.00	
Drawdown	\$23,654,180.00	\$22,617,223.00	\$19,508,568.00	\$19,508,568.00	-\$795,020.00
Other - trust funds etc	\$53,323.00	\$38,857.00	\$137,992.00	\$137,992.00	
Carry over & 1x fund					
Total Revenues	\$40,257,503.00	\$38,651,080.00	\$35,972,992.00	\$35,931,465.00	

Max Formula	FY20	FY20	FY20	
Reduction Sunset	New tuition model	4% tuition		2% Increase
\$355,439.00	\$700,000.00	\$651,396.00	\$472,262.00	\$250,000.00
		FY20 1~time possible carryover		
Best Case	Worst case			
\$103,818 ahead	\$3,576,136.00	\$1,450,000.00		

Budget: Online classes are one issue – credit will be a credit (online students currently pay for each credit) now it will be banded like traditional students. This adds an additional cost of about \$700,000. Other possible costs are salary increases, reduced funds from the state due to decreased enrollment in a previous biennium, and removal of the floor related to the state funding model. We could be up about \$104,000 to down about \$3.6M. All of this numbers assume steady enrollment.

Assessment report will include rationale for operating budget requests (the fifth column) based on assessment results. The rationale needs to also be tied to the strategic plan. As we know, we need to do a better job linking assessment of student learning, budgets, and planning (HLC 5.C).

Discussion about departments keeping their carry over to fix issues in their areas.

The deadline to have budget workbooks back to Laurie Geller is February 1, 2019.

Rick Hedberg would like a list from each chair to put into the brochure to fundraise for. Laurie will send out reminder email. Can piggyback off Giving Day.

Rick will also help have Alumni Speaker series; he will help with travel, etc. Please send names to Laurie.

Teresa took quick second to let us know about the Be In the Know sessions coming soon and still working at updating the websites.

The remaining announcements and reminders please read and attend if possible. Syllabi will be discussed at the next UCC meeting.

## **Calendar**

### **November 2018 (1910)**

- 1 Promotion and Tenure application packets due from faculty to Chair
- 2 First draft of (Summer 2017-Spring 2018) Year Long class schedule from Registrar's Office to Departments
- 9 Last day to withdraw from term or drop with record (NDUS)
- 12 University Closed – Veterans Day
- 12 Promotion and Tenure packets with recommendations due from Chairperson to VPAA Office
- 21 Faculty Senate Sabbatical Review Committee makes recommendations to University President (Wed prior to Thanksgiving Day break per bylaws)
- 22 University Closed – Thanksgiving
- 23 University Open – No Classes
- 23 Last day to drop second eight week class
- 26 Class Resumes
- 30 Evaluation and goals for second-year faculty due from Chairperson to VPAA Office
- 30 First Draft of Year Long class schedule from Chairs to Registrar's Office/VPAA