



Minot State University  
University Chairs Council  
January 31, 2022

## Special UCC Meeting: Harnett Hall Remodel Westlie Room January 31, 2022 Minutes

**Members:** Lori Willoughby, Jay Wahlund, Bryan Schmidt, Paul Lepp, Robert Kibler, Darren Seifert, Erik Anderson, Dan Ringrose, Terry Eckmann, Mary Huston, Holly Pedersen, April Warren, Gary Rabe, Warren Gamas, Bill Harbort, Jessica Smestad, Sophia Rammell, Lisa Borden-King, Jane la Plante, Laurie Geller, Rebecca Ringham (non-voting)

**Guests:** Rebecca Ringham, Melissa Cantone, Brent Winiger

### Agenda 2:00 UCC Meeting about Hartnett Hall

Brent Winiger: Hartnett Hall renovation update

- The company will not allow a clause to make sure if overdue/late on completion that they incur charges/fee.

Fall 2012 Classes

- Currently about 80 classes still scheduled in Hartnett this fall
- Need to move them to other locations or other times and locations.
- Other classes may need to be adjusted to facilitate relocations of classes.
- Some 11 am courses will need to be moved to other times (8am, 9am or 1pm) try to stay away from 3pm or later due to Athletics.
- Holly Pedersen suggested to start with spreadsheet of classes – triage each course/class.
  - Move class to different room
  - Move to online (be careful to have enough face-to-face classes for international students)
- CJ has moved 95% of their classes

Ideas for classrooms:

- Jones & Westlie are both rooms where good teaching could happen.
- IVN rooms in Admin used to be perfectly fine classrooms when we were up there and with IVN on the way out perhaps that could work.
  - MiSU has moved away from the IVN set up and DBC does use the rooms.
  - Rooms are larger and could make good classrooms
- The big room where Libby & Elizabeth Sund are now might make an adequate classroom
- Old Main 203a is open at times – small seminar room.
- The library has a conference room that could double as a seminar room.
- The press boxes in the stadium have TVs and chairs and typically are not used during the week. That's several potential rooms.
- OM 324 which is a small conference room (seats 8) that could be used as a small classroom.
- OM 315, Beavers on Business room, could be used for a small classroom. This room is typically reserved for the CoB student organizations and has their materials in the file drawers. The student organizations typically meet on TR 12:30 – 2:00. If the students have first access to the room it could be used for a classroom.
- Please **DO NOT** schedule any classes in the Slaaten Board Room. The room is used regularly for meetings and shouldn't be turned into a classroom

Office spaces – send those to me if you haven't already. Currently I have the following:



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- Model Hall:
  - o 110 – could be 2 offices
  - o 206 – needs cleaned out; could be 2 offices
  - o Third floor faculty offices: 311 (maybe; currently DCB employee), 312, 314, 315, 316,
  - o 320 & 305 – smaller storage rooms in the faculty area
- Library: 8 available study carrels with windows and two without windows, for a total of 10 carrels
- Old Main:
  - o One in social science (Old Main second floor)
  - o 301H, 301J, 315A, 315B, and 315E – all empty; 302J (currently storage)
- Questioned asked where will the office furniture be housed/held?
  - o Dakota Hall could be great cold storage area – place items in room with faculty name on door.
- Theatre has a lot of theatre items such as costumes, sewing machines, sets, wood etc. Where would these items be housed/held?
- Again it was noted that when bubble comes down to have it stored elsewhere. The old facilities building would be great for art to utilize.
  - o Figure drawing, computer graphics, broadcasting and art need a home.
- Questions asked if faculty personal items up to them to move. Brent stated yes>

Other Ideas:

- Are there any classes we might want to try online synchronous with no in-person version?
  - o Please remember to be mindful of the international students – they need so many face-to-face classes per their visa requirements.
- Use a dorm or basement student union space.
- Move some or all BIT faculty next to the CS folks. Then maybe the whole 3rd floor west wing of Old Main could house Comm or Art or English.
- Memorial has some underutilized spaces.



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## **UCC Meeting Westlie Room January 31, 2022 Minutes**

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**Guests:** Rick Hedberg, Kate Marshall, Jacek Mrozik

A motion to accept the UCC meeting minutes from 12/13/2021 as written first by Mary Huston and seconded by Robert Kibler

Rick Hedberg and Kate Marshall: Gave a brief update on Giving Day 2022.

- April 13<sup>th</sup> – Wednesday is Giving Day 2022
- They provided a flyer.
- 4<sup>th</sup> Annual giving day raised \$270,000 over 24 hours
- Matching fund 50% match up to \$1000
- Send your department projects forward to Kate to get them uploaded to the website
- o Deadline is February 11, 2022.

Jessica Smestad will oversee the FYE through this semester.

- Questions/concerns about FYE please contact Jessica
- 19 FYEs confirmed for fall semester

Sophia Rammell

- New Major individual degree (Major)

Bill – Alumni spotlight

- Bill still looking for alumni updates
- TV Monitor at Enrollment services to help celebrate MiSU Alumni

NDSU dual credit and other high school early entry offerings

- [https://www.ndsu.edu/otl/programs/dual\\_credit/](https://www.ndsu.edu/otl/programs/dual_credit/)
- (see [Catalog for 2022-2023](#))

Reminders and Announcements

- **FYI: Academic Hall of Fame nominations requested**  
The Academic Hall of Fame Committee is requesting solicitation of nominations from Jan. through March 5. Members of the Academic Hall of Fame Committee who may be contacted for additional information include [ANDREA DONOVAN](#), 858-3819; [KRISIT BERG](#), 858-4337; or [MELISSA FETTIG](#), 858-3377.



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- **Faculty Evaluation Schedule** – first-year (Jan 3), second-year (Oct 8 and Jan 31), third-year (Jan 31 + pre-tenure deadlines), and all other years (Jan 31); see <https://www.minotstateu.edu/academic/calendar.shtml>
- **UG and Grad Student Travel Requests** – see <https://www.minotstateu.edu/academic/student-travel.shtml>
- Jerry Migler at DCB is retiring this summer

#### Homework Assignment

- Documents inside TEAMS for last 5 years and year after flood to look at the trends.
- MiSU will be down in state funding over \$1M/per year for next few years and additional losses in years after that due to enrollment drops (unless state funding model changes)
- Local monies are going to be gone very soon
- Financially MiSU needs to restructure to secure the campus; but it cannot add additional money to the budget.

Other: none

#### Calendar

January 2022 (2230)

31 Faculty self-evaluation, goals, and updated CV due to chairperson (special contract and second-year and later faculty ONLY)

February 2022 (2230)

1 Tenure-track faculty in their third year of appointment must submit a pre-tenure portfolio due from chair to VPAA Office; also due to Tenure Committee on Feb. 1

1 Notice of non-renewal to first-year faculty.

4 Final draft of (Summer 2022-Spring 2023) yearlong class schedules from chairs to VPAA

7 Enrollment census date (NDUS)

8 Spring load reports due from chairs to VPAA Office

14 Promotion and Tenure Committees' recommendations due to President

15 Tenured faculty must select spring courses being used for annual course evaluation.

21 University Closed – Presidents' Day

22 Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)

25 Final draft of (Summer 2022-Spring 2023) yearlong class schedules from chairs to Registrar's Office and VPAA