

## University Cabinet Minutes

July 18, 2018

**Present:** Brent Askvig, Penny Belgarde, Lynda Bertsch, Andy Carter, Libby Claerbout, Lisa Dooley, Patrick Friley, Jeremy Feller, Laurie Geller, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Erik Kana, Jane laPlante, Mike Linnell, Teresa Loftesnes, Holly Major, Devin McCall, Janna McKechnie, Annette Mennem, Jacek Mrozik, Beth Odahlen, Kowan O'Keefe, Gary Orluck, Leon Perzinski, Steven Shirley, Jessica Smestad, Brian Smith, Katie Tyler, Marc Wachtfogel, Doreen Wald, Deb Wentz, Brent Winiger, George Withus

**Absent:** Andy Bertsch, Paul Brekke, Angi Brown, Anna Dykeman, Melissa Fettig, Jerry Migler, Cari Olson, Aaron Richard, Rebecca Ringham, Jonelle Watson, and Laurie Weber

**Guest:** Lindsey Benson, Deb Kinzell, and Darren Olson

**Approval of minutes:** minutes of the June 21, 2018 meeting were approved as presented.

### **New Business**

#### **1. Senate Reports**

##### **Faculty Senate**

- No report as there have been no meetings

##### **Staff Senate**

Senate president, K. O'Keefe provided the following report:

- Have started work on planning for the Fall Kickoff on August 15 from 5-8 in the Scandinavian Heritage Park
- C. Krueger is now the NDSSS president
- R. Heit was the most recent High 5 recipient

##### **Student Government Association**

- No report as there have been no meetings

#### **2. President's Report**

- We received notification from the Higher Learning Commission that the Board of Trustees has reaffirmed the accreditation of Minot State University; they will conduct a focused visit no later than June 30, 2020 to review the university's efforts in addressing areas relating mainly to assessment; we are currently in the process of interviewing for a Director of Academic Assessment and will have 3 candidates on campus in the next few days; please plan on attending the open forums
- At their June meeting, the SBHE decided to present a needs based budget for consideration rather than a budget with a 10% reduction as suggested by the governor
- This is the last week of Summer Theater
- The NDSF begins this Friday – please consider representing MSU in the parade and by working in the booth
- New student orientation is this Friday

- Received a very nice thank you note from Ryan Family Dealership regarding the work of staff for the Carson Wentz visit to campus

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## **2. \*Announcements/Acknowledgements**

Athletics – Athletics will be holding a sale this Friday beginning at 1:00 to sell off items that they no longer use; check it out on the 3<sup>rd</sup> floor of the Dome

VPSA – cafeteria remodel is right on target to meet the August 11 deadline; P. Friley will be relocating to New Orleans; direct any Sodexo related issues to S. Johnson

Advancement – press conference on Monday regarding a significant gift – join us at 1:00 in the conference center; wrapped up fiscal year 2018 with another record year of giving – received gifts totaling over \$5.9 million; faculty and staff giving campaign generated \$169,000 which is an increase of 69% over last year; 50% of faculty and staff support MSU financially

University Communications – D. Fagan has accepted a position out of town so please forward any announcement related items to M. Linnell; President's Report is almost ready for the first proof

Student Success – the fall community fair will be held on August 23 in the quad from 11-1 – many businesses are signing up to take part

Student Center – selling off some MSU clothing at reduced prices; should have new ID cards sometime in August – will need to exchange old card in order to get the new one

Publications – new MSU logo will be rolled out in August which will require changes to letterhead, envelopes, etc. bulk order request will coincide so departments can get a better deal on the switch out; we are moving to white stationary – if you have a lot of the cream color stationary publications can cut and pad it for you if you wish

Alumni – had a good turnout for golf in Bottineau last night; next one is in Kenmare on August 2; Wednesday July 25 is the NDSF luau; we will debut the inflatable beaver at the parade on Saturday

Sodexo – construction is going strong; there will be new menus in the fall; have updated the website; P. Friley's last day is August 2 – forward Sodexo issues to S. Johnson or J. Laducer

HR – have implemented 2 of the pieces for onboarding

DCB – orientation is on August 20 and will have staff from DCB here on the Minot campus to help facilitate; Trio on the Bottineau campus is hoping to get students more involved in their offerings; so far have 42 new on campus students for fall and 16 passport students

CETL – still looking for drivers during orientation/welcome week activities

Veterans – thanks to those who attend the Flag Day event in June; will be in Grand Forks tomorrow for state VA training; North Dakota National Guard TA and State reimbursement help in Dakota Hall on campus July 31

Security – has been quiet on campus

Financial Aid – there will be training on August 20<sup>th</sup> for those departments that employ student workers; spouse/dependent tuition requests need to be done every semester – try to get them in as soon as possible

CEL – recruiting for business management in Bismarck; working with the state on an audit for online deliveries – if you receive a request for information please get it back to J. Mrozik as soon as possible

ITC – new software policy for classroom/labs; Tuesday, July 24 is the deadline for e-waste drop off in ITC: if any department is planning a remodel, please include ITC in the process from the very beginning as you may want something that will not be possible

GBO – thanks to the staff for putting up with all the A/C problems this summer; J. Nechiporenko has assumed the position of Access Services Librarian; T. Slack is now responsible for purchasing; K. Donaghy resigned so we are currently taking applications for the Cataloguing Librarian position; J. laPlante has assumed the Chair position

Marketing – discussed the new visual review policy; we are #30 for the parade – be there by 9:00; still need booth volunteers; the revised online campus map was reviewed

NDCPD – three staff members recently returned from Norway where we are assisting our partner institution in establishing some online courses; in 2020 will host, along with Norway, England, Spain and Israel an International Forum; preparing for the legislative session; have six new staff members and one or two openings; this has been our second most productive year for grants and contracts

Title IX – working on policy and training for fall semester

NA- have been recruiting at all the summer powwows; working on reunion for Homecoming; will be looking at offering evening events/classes for students; Diversity Council is working on their fall semester calendar of events; always looking for help in planning diversity events

Housing – training begins on Friday; 379 rooms have been assigned as of now

Facilities – all summer projects are on track

Enrollment – new admissions counselor started last week; new administrative assistant will start next Monday; will be holding “drop in” tours during the state fair week; have been reaching out to current students who have not yet enrolled; 33 students for orientation on Friday; 7 A-Step students as well; August 16 will have another orientation session; new student convocation will be on August 17

VPAA – chairs meeting this week; looking to hire a replacement for A. Veikley in the NW Arts Center; mini sessions will be held in the morning on August 20; we are staffed in nursing – still looking for biology

Other – Staff Senate has developed an emeritus program for retired staff who meet the 10 years of service and age requirement. The proposal was approved and upon the recommendation of the senate that eligible staff

that retired prior to 2017, be grandfathered into the program. On Monday 74 eligible staff members received emeritus status.

\*Please refer to the separate acknowledgements/announcements that were distributed prior to the meeting

Adjourned at 11:35

Respectfully submitted, Deb Wentz