

University Cabinet Minutes  
September 19, 2018

**Present:** Brent Askvig, Penny Belgarde, Andy Bertsch, Lynda Bertsch, Paul Brekke, Michael Brooks, Angi Brown, Andy Carter, Libby Claerbout, Lisa Dooley, Anna Dykeman, Jeremy Feller, Laurie Geller, Kevin Harmon, Rick Hedberg, Erik Kana, Jane laPlante, Mike Linnell, Teresa Loftesnes, Holly Major, Devin McCall, Janna McKechnie, Annette Mennem, Jerry Migler, Jacek Mrozik, Beth Odahlen, Kowan O'Keefe, Cari Olson, Gary Orluck, Rebecca Ringham, Steven Shirley, Brian Smith, Katie Tyler, Marc Wachtfogel, Doreen Wald, Jonelle Watson, Laurie Weber, Deb Wentz, Brent Winiger, George Withus

**Absent:** Melissa Fettig, Andy Heitkamp, Steve Johnson, Leon Perzinski, Aaron Richard, Jessica Smestad,

**Guest:** Ann Bougard

**Approval of minutes:** minutes of the August 22, 2018 meeting were approved as presented.

## **New Business**

### **1. Senate Reports**

#### **Faculty Senate**

Senate president, A. Bertsch provided the following report:

- Have appointed an ad hoc committee to review the faculty senate structure including committees
- At the last meeting, P. Markel, MSU professor and member of the Governor's task force to review SBHE Governance, presented the various models the task force is working on; it is an interesting process and if there is a change proposed that is different than what is stated in the constitution, it would have to go to a vote of the citizens of North Dakota

#### **Staff Senate**

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

- Thank you to everyone that came to the events last week in recognition of ND State Employees; special thanks to the senate committees that worked on the development and organization of all the events; J. Miller and D. Wentz were recognized for taking care of much of the details
- High Five award went to M. Cantone
- At our meeting yesterday, we welcomed two new senators; both are from NDCPD
- In an effort to improve communication and outreach to all staff, we will be producing a quarterly newsletter

#### **Student Government Association**

- No report as there have been no meetings

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

- There will be a press release going out this morning with all the enrollment data; our enrollment has remained steady; we do have the largest freshman class since 2011 which is a very positive sign;

overall headcount is down slightly with the FTE up slightly; we are down on transfer students and show a slight increase in grad students

- A memo from the Chancellor regarding funeral leave for faculty and staff was presented; while we still have to follow the policies that are in place, we have to be sensitive to the broad variations of relationships and family dynamics and need to be flexible in granting leave
- It is Homecoming week so there are many opportunities for all of us to show our support of athletes, alumni, and community; please encourage your areas to participate in the many events taking place; thank you to everyone who has worked on organizing all the activities

### **3.\*Announcements/Acknowledgements**

VPSA – October 1 will be the rollout of our e-one stop student service web page; reminder that we do have a food pantry on the first floor of the Wellness Center for students in need – we also received a large donation of school supplies that students can help themselves to; working on a parent and family newsletter to be sent each month – currently is just being sent to first year student families, may expand in the future – if you have any items that you want included please submit to the VPSA by the 15<sup>th</sup> of each month; we now have a Recovery Room for students that are suffering from addiction – it is located next to Dr. Michels office Memorial Hall

Athletics – encourage everyone to take in all the homecoming activities this week

DCB – hit an enrollment milestone this fall with almost 1,000 students; enrollment across all areas is up; DCB was one of two recipients of a USDA grant for food production; hired a manager for the Farm Business Management at NDSU research center in Minot – will work with about 50 farm families; DCB homecoming is the first week of October

Advancement – reunion groups for homecoming include: Native American students, Veterans, all football, and Sig Tau fraternity

VPAF – UNESCO contract is being approved; there will be lighting changes as well as other energy efficient changes

Native American/Diversity – club officers are in place for the school year; met with coaches so they know the services offered through the center; Diversity Council hosted a talent show; Latino Heritage events will be held later next week; Hostfest is coming up soon and offers more cultural events

Power – will attend the Game Changers Idea Festival in Bismarck on October 13; will have a team building event in November at Cross Ranch

Student Success – healthcare fair on Tuesday; etiquette lunch on October 11

Publications – orders of letterhead have arrive; please be patient with requests for business cards as they are dealing with massive orders; please check the directory proof and forward any changes to D. Wald; next week the office will be short staffed – again please be patient with requests

Alumni – many events this week to participate in for homecoming; thank you to Athletics for getting student athletes in to local schools this week; about 700 homecoming shirts were distributed around the community

Housing – RHA has hosted two programs since the start of school

HR – there will be some changes (coding) made to PeopleSoft; onboarding is out; PeopleSoft upgrade will be out in October and will offer new features for self-service; training for hiring managers will be held in October

Assessment – continue to acclimate to MSU – thanks for all the support

Registrar – enrollment numbers will be sent to all cabinet members after this meeting

Marketing – AskMsu.com goes live on Monday; if you have any Be in the Know topics please let T. Loftesnes know; Hostfest needs volunteers; R. Heit is visiting classrooms and taking pictures to refresh our current photo library; please get your name tags updated and wear them; thanks to all that helped with the downtown festival

Enrollment – recruiters are busy with recruiting trips; many opportunities this weekend for tours; October 12 will host a Transfer-mation event that focuses on prospective transfer students; thank you to all that helped with dual credit day; still looking for volunteers at MHS

CETL – currently holding a contest with students to design a new t-shirt to be used for orientation – the chosen designer will receive a \$100 scholarship; orientation dates should be out in the next few weeks

Financial Aid – working with late comers; thanks to the Business Office, Registrar and faculty who assisted during disbursement week

NDCPD – new federal fiscal year starting October 1 so have been very busy reporting; received notice of a new federal grant and two state grants that will be awarded; very busy grant season in which L. Garnes is evaluating grants and opportunities that are appropriate for NDCPD; two groups of staff got papers accepted in DC; thanks to HR and VPAF for their help in resolving a staff classification issue; we have a lot of staff but we also hire 45 students to work in NDCPD

Security – very involved with the athletics season starting up again; fire drills will be held next week; there have been several alarms going off in the residence halls – all minor incidents; we did have a Blue Light activation about a week ago and everything worked as it should; Cleary Report will be out on October 1; on October 3-5 will be working with Lake Region State College in the North Dome parking lot for training

Title IX – Take Back the Night will be held on October 18 at 7:00 in the Beaver Dam – thanks to all the students that help with this event; Domestic Violence Awareness Month is October – theme is “NO MORE”;; required training will have October deadlines – please look at campus announcements for more information

International – the International Newsletter was distributed; have 21 signed up for the Norway Choir program; will have meetings during Hostfest to discuss details

CEL – we are in the last round of the state audit – thanks for the cooperation; will be visiting the MAFB about enrollment

Facilities – S. Lommen is doing well with her transplant surgery – please be patient with requests while she is recovering

GBO – Faculty Hall of Fame display is housed in the library now; have made available a Mother's Room for women with babies; have hired a new cataloger

University Communications – Inside Newsletter is out; next is scheduled for October 1; Connections first proof will be out on Friday

VPAA – EPSCoR has changed their rules somewhat to allow more opportunities for grants; held our first faculty discussion in the NW Art Center and had 45 faculty members show up - will continue on a monthly basis to enhance communications and discussions around campus; will be hosting open forums regarding the strategic plan; advanced study grant applications are due on October 12; chairs will meet this week; Notstock events take place first week in October; theater production of Almost Maine is coming up; Retention Committee will reconvene soon

Veterans – will host a Veteran student reunion during homecoming; ND Cares on campus 9/26; suicide prevention training available – check daily announcements for opportunities; events for Veterans week

Business Office – have officially wrapped up F18 year-end; cancel for non-payment in tuition will happen this week; NCAA audit is scheduled for later this fall

Bookstore – already looking at spring orders

IR – there has been a lot of updating on data and more to do – please be patient with data requests

ITC – DUO, you can opt out for now but by summer of 2019 it will be required of everyone; many different projects – working on student game room; watch out for phishing emails and do not open or respond, several have looked like they came from President Shirley but they did not

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

Adjourned at 10:30

Respectfully submitted, Deb Wentz