

University Cabinet Minutes

June 19, 2019

Present: Brent Askvig, Lynda Bertsch, Paul Brekke, Andy Carter, Libby Claerbout, Lisa Dooley, Laurie Geller, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Mike Linnell, Teresa Loftesnes, Holly Major, Janna McKechnie, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Bryan Schmidt, Steven Shirley, Jessica Smestad, Katie Tyler, Marc Wachtfogel, Doreen Wald, Jonelle Watson, Laurie Weber, Deb Wentz, and Brent Winiger

Absent: Penny Belgarde, Janel Bortoluzzi, Michael Brooks, Anna Dykeman, Jeremy Feller, Melissa Fettig, Tiffany Heth, Steve Johnson, Erik Kana, Jane laPlante, Annette Mennem, Jerry Migler, Jacek Mrozik, Brian Smith, Karina Stander, and George Withus

Guests: Linda Conn, Joseph Mujule, and Madison Tiedman

Approval of minutes: minutes of the May 22, 2019 meeting were approved as presented.

New Business

1. Senate Reports

Faculty Senate

Senate president, B. Schmidt provided the following report:

- Many faculty are on campus this summer either teaching or doing research
- No meetings scheduled until the start of the academic year

Staff Senate

Senate president, M. Linnell provided the following report:

- A. Hughes was the latest high 5 recipient
- Updated bylaws have been approved
- Senate has decided to lower the price of the remaining cookbooks to \$5 – hopefully we can get them all sold

Student Government Association

M. Tiedman provided the following report:

- Planning for an SGA retreat in September
- Finalizing fall activities

3. President's Report

- L. Conn was welcomed – she is completing a project for her master's degree and attending this meeting fulfills a portion of her assignment
- We hope to wrap up some minor details with the budget soon and will be hosting forums during the first week in July
- We will be able to make some good investments
- Various projects are taking place or have been completed to help with the energy savings – light bulbs have been replaced, windows are being replaced, doors are getting new seals, new cooling towers, and Dome seating

- We are asking the SBHE to approve a request to raise funds to complete a renovation of Summer Theater; at the end of next year's season, work will begin to redo the ticket area/plaza, concession stands, offices, dressing rooms, restrooms, as well as adding an awning over the stage to prevent rain falling on the stage. Total cost is estimated at \$1.5M and with the great support of the community for our summer productions, it should not be a problem raising the funds

VPSA- conducted interviews for Residence Life director and offered a candidate the position but he declined – will continue to search for a director; K. Stander will be the interim director until a permanent replacement is found; S. Johnson from Sodexo is moving back to South Dakota so this region will be looking for a replacement; conducting interviews to add another counseling position

Athletics – N. Wagner is the new softball coach and A. Petko is the new Assoc. Director, Athletic Operations

Finance & Administration – lot of summer projects taking place (replacing carpets, parking lot repairs, and renovation in the library)

Foundation – capital campaign feasibility study continues; hosted a good alumni event in Fargo

Marketing – working on getting all old logos updated this summer; web administrators training this week to update department web pages – should have a draft of updated content to marketing team by July 15; State Fair parade is July 20; sign up to volunteer in the booth at the fair

Registrar – conducting campus connection training in Old Main to provide information on the software update in July

Power – a replacement for K. O'Keefe's position has been identified

Publications – updating print materials

Alumni – the Alumni Summer Theater appreciation event is June 27; golf will be in Bottineau on July 16; July 24 is the Fair Luau; faculty/staff giving is currently at 58%

Wellness – be sure to use your wellness benefit (\$250)

Security – held a successful severe weather drill with average time being 5 minutes for everyone to reach their designated area; due to the problems we had last year at Summer Theater, we are having more of a presence there this year to deter people from breaking into cars during the show

Business Office – budget was uploaded on Monday; working on contracts/letters of appointment

HR – attended annual HR managers conference; meeting with CTS to make updates and changes to PeopleSoft

Veterans – hosted a Memorial Day and Flag Day event; Veterans Center was presented with an Honor Quilt to show appreciation of all service men and women; PTSD Awareness event to be held on June 27 at 11:30 in the center

Bookstore – thank you to all departments for getting their books in for adoption for summer and fall; we are at 100% and are leading our region for participation (over 20 stores)

IR – working with DCB to get them ready for their accreditation visit

CETL – orientation next week – 50-60 students signed up

Honors – planning for fall – currently have 40 new students signed up

Title IX – NDUS conducted an audit on all campuses relative to Title IX – we did very well with the least amount of recommendations to implement or change; annual training will be coming up soon; updating various print documents

NDCP – Aspire Grant is ending after 4 years which will affect staff; we have four applications in for state funding and should find out about those tomorrow; grant reports are being worked on; NDCPD hosts a soup/salad day on Tuesday's for a \$3 participation fee – proceeds raised this past year totaled \$786 and will go to a non-profit in the community

International – had an outstanding trip to Norway with 24 choir students as well as the mayor and city manager; several choirs from Norway will travel to Minot for the Hostfest this year; working on a service learning opportunity to Costa Rica next May and another in Morocco

Financial Aid – working with students who have credit balances and those with delinquent Perkins loans

Enrollment – have named an assistant director; new admissions counselor will be starting next week; have a large tour tomorrow from Sitting Bull; have reached out to degree seeking students who have not yet registered for fall

VPAA – have filled several faculty positions with a few more interviewing next week; have received approval to purchase syllabus software which will help faculty, admin assistants, and students.

Adjourned at 10:00

Respectfully submitted, Deb Wentz