

University Cabinet Minutes
July 15, 2020

Present: Brent Askvig, Jorge Baez, Penny Belgarde, Lynda Bertsch, Lisa Borden-King, Paul Brekke, Libby Claerbout, Lisa Dooley, Anna Dykeman, Jeremy Feller, Laurie Geller, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Tiffany Heth, Jane laPlante, Steve Lipp, Teresa Loftesnes, Holly Major, Annette Mennem, Jerry Migler, Robert Norman, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Steven Shirley, Jessica Smestad, Brian Smith, Karina Stander, Katie Tyler, Marc Wachtfogel, Doreen Wald, Jonelle Watson, Laurie Weber, Deb Wentz, Brent Winiger and George Withus

Absent: Lindsey Benson, Andy Carter, Erik Kana, Mike Linnell, Janna McKechnie, and Jacek Mrozik

Guests: Amanda Duchsherer and Andrew Petko

Approval of minutes: minutes of the June 17, 2020 meeting were approved as presented.

New Business

1. Senate Reports

SGA

SGA president J. Baez provided the following report:

- Officers have been meeting to work on integration plans for incoming students

Faculty Senate

Faculty president L. Borden-King provided the following report:

- Working on faculty satisfaction survey results
- Senate met to go through a lengthy document regarding fall semester and Covid19 concerns; recommendations were forwarded to President's staff
- Academic Assessment committee is meeting about scheduling compressed courses

Staff Senate

- No report

2. President's Report

- The ND Interim Higher Education committee met yesterday; MSU and DCB provided updates regarding budget, enrollment, Foundation news, new programs and facilities
- Many questions on reopening in fall; Dr. Wynn also provided information on the NDUS plans to bring students back to campus
- Tomorrow we will present to the Governor at a Higher Ed Strategy Review meeting; they are looking for updates on key items; focus will be on academic programs (School Psychology and Exercise Science & Rehabilitation) as well as a potential partnership with City of Minot, DCB, Minot Public Schools, and Trinity Health on development of a Center for Technical Education

- SBHE approved a needs-based budget for the Governor; Governor will present his budget details sometime before the legislative session starts in January
- Our request for renovation of Hartnett Hall finished second on the priority list for larger requests; we have not received funding for capital projects for many years
- Thanks to the Minot Area Community Foundation and our Foundation for their \$500,000 matching funding for our summer theater renovation
- Will have another NDUS Smart Restart meeting this afternoon; still waiting for the testing plan from the state
- Academic working group put together a document for reopening the campus this fall; will then go to staff senate and SGA for their input; most discussion centered on campus wide masking; will need to make a decision soon so syllabi can be updated; if anyone has any thoughts or suggestions on this or anything else related to the campus reopening, please forward them; a couple of campuses have a mandated policy to wear masks

3. Acknowledgements

HR – July 24 will be last day at MSU; have accepted a position in Iowa; thanks to all that have been so helpful over the years

Business Office – wrapping up the year end financials and will issue statements soon; will start budget request process soon; waiting for campus decisions on how we will handle financial aid distributions in light of Covid

Financial Aid – L. Weber presented to the SBHE yesterday and it went very well; preparing for annual reporting coming up; working with enrollment to set appointments for new students to talk about financial aid issues before fall to try to limit the amount of traffic in the office after school starts; will be looking at the application process for students to apply for work study; a couple of others offered suggestions and their expertise to get something set up for Financial Aid; the Financial Aid office will survey the campus to determine the need for student workers

VPAF – we did receive CARES money to update technology in the classrooms; there will be more money available that we will apply for HVAC solutions; will also look at UV lighting; any money that is granted must be used by December 31; have not yet prioritized the areas on campus that will receive these updates but it makes sense to do residence halls and classrooms first

Facilities – all the disinfectant supplies we had on back order are now coming in so we should have plenty when school starts; have ordered mylar blinds for reception areas and should be installed prior to school starting

IT – equipment is starting to come in; all wiring is done and equipment will be installed as it arrives; assembling video carts in the old plant building; podiums and labs are being reimaged; priority is getting classrooms done; there will be training for faculty on all the new equipment prior to classes starting; the IT office is a very high traffic area and they are looking at a reconfiguration to maintain distancing

Enrollment – many unknowns and many events going to a virtual format; working with financial aid to address issues with students prior to them coming to campus; writing a recruitment plan be had to hold off to see how fall semester will be handled

Housing – the halls are getting into good shape for fall with updates throughout; preparing quarantine rooms for international students; we are hopeful that the quarantine restriction for our neighboring Canadian provinces, will be lifted; will need some mini fridges for these rooms so if anyone has one please let housing know; move in has been set up and we are looking at some fun outdoor activities during welcome weekend; students can drop off items before move in day if they choose to; finalizing welcome weekend events; staff training begins August 1

Registrar – working on classroom reconfiguration for distancing; reporting time of year; electronic process of forms will continue; will try to do as much through electronic means to limit foot traffic in the office

Athletics – in a holding pattern until the conference makes a decision; it's really out of our control

Student Center – ready to deliver student activities in any way needed

Security – MSU had a very good emergency planning audit report through the NDUS; updated procedures and annual security report; Cleary training this week

IR – wrap up on summer projects; data requests have started to come in from MSU and DCB

ASC – virtual orientation next week; more information is forthcoming on welcome day plans; all Access Service needs will be held completely online; staff working on how operations will be handled in the ASC area

CEL – will send reminders on free conferences/workshops; working with MAFB and BSC on plans for fall and take care of any modifications

DCB – working on Covid planning; received \$500,000 USDA grant to work with NDSU on new hemp production program; also sub partner on another grant to fully fund another farm business instructor position; working with architect on dining room project; capital project priorities included Old Main renovation as number one on the list

NA – since A. Mennem has been unable to recruit this summer she has resorted to hosting live Facebook events with MSU cohosting; will be showing all programs through a virtual tour of the buildings; plan to participate in the Turtle Mountain Days Parade with the MSU jeep; center is reconfigured to comply with distancing requirements; was interviewed by KMOT about the Washington Redskins name controversy

Power – still waiting to hear about the grant request to continue operations

Career services – working on a new platform for job postings; will look at a possible virtual Health Care Fair; cancel the etiquette lunch for fall

Marketing – attended an online conference for marketing, enrollment, etc.; waiting for final details to send out messages for restart; finishing year end reports – many successful campaigns

Advancement – S. Lipp is new major gifts officer; Bottineau golf event got rained out – next one is August 4 in Velva and another on August 13 in Kenmare; have not rescheduled the Bismarck and Fargo events

Bookstore – open from noon – 4:00 M-F; getting ready for fall

Military Resources – completed the annual VA school certifying successfully; waiting for DOD compliance survey results; 8/22 Stand Down event on campus

VPSA – K. Harmon is now heading up the Covid19 campus response team; D. Haman is the new Director in Student Health; mask distribution plans to students and departments has started; recruit and enroll committee had around 30 campus members participate in a meeting last week to hear final sub committee reports; 10-11 employees will participate in Maxient Software Platform training which will pull reporting from variety of different programs into one area

VPAA – M. Cantone has been working on reconfiguring classrooms to accommodate distancing; most people will be working in a high flex classroom so there will need to be training before school starts; interviews for Looyenga Leadership will be coming up

LCM – looking at how to safely run the food pantry; still hoping to host soup Tuesdays

Title IX – new regulations so need to update policies and procedures by August 14; annual training will be coming soon

International – the government has rescinded their previous rule affecting international students in the event classes are offered exclusively online and now will not require them to leave the US; FAQ page on their web site to assist new students coming in

NDCPD – almost all staff are back on campus- some high-risk staff have not returned; grants are going well; maybe getting Covid funding through federal agencies to supplement some existing grants; planning for next grant session

Library – closed this Friday; working on securing library to allow for distancing; new computer system going live on July 29

Adjourned at 10:32

Respectfully submitted, Deb Wentz