

University Cabinet Minutes
September 16, 2020

Present: Brent Askvig, Penny Belgarde, Lindsey Benson, Lynda Bertsch, Lisa Borden-King, Paul Brekke, Andy Carter, Libby Claerbout, Laurie Davis, Lisa Dooley, Anna Dykeman, Jeremy Feller, Laurie Geller, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Tiffany Heth, Erik Kana, Jane laPlante, Michael Linnell, Steve Lipp, Teresa Loftesnes, Holly Major, Janna McKechnie, Annette Mennem, Jerry Migler, Jacek Mrozik, Robert Norman, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Steven Shirley, Jessica Smestad, Karina Stander, James Sturm, Katie Tyler, Doreen Wald, Jonelle Watson, Laurie Weber, Deb Wentz, Brent Winiger and George Withus

Absent: Jorge Baez, Deb Haman, and Brian Smith

Approval of minutes: minutes of the August 26, 2020 meeting were approved as presented.

New Business

1. Senate Reports

SGA

- All senators are now assigned to various committees
- Appointed two more senators to be part of SGA
- Also received a report from Jim Sturm from the Looyenga Leadership program
- B. Odahlen and L. Willoughby also presented regarding FYE and asked for input to improve the program
- Next meeting will be on September 28th at 7:00 pm via Microsoft Teams

Faculty Senate

- Committee assignments are completed
- Clarified bylaws and policy changes
- HLC review for upcoming visit

Staff Senate

- M. Cantone is the latest high 5 recipient
- Celebrating ND State employees this week; check daily announcements for events
- Please recognize fellow faculty and staff by submitting a Shout Out on the board by the cafeteria

2. President's Report

- COVID 19 numbers have increased as we are doing a lot more testing; currently have 90 active cases with 84 of these comprised of students; did have to house some students at the Grand for one night until we could reconfigure rooms in Dakota Hall to accommodate more students
- Department of Health is conducting the contact tracing
- It was a very late night on Friday as there was a lot of work to isolate students testing positive and their close contacts; another 350 tests were done yesterday; encourage people to get tested – looking for unique testing (those who have never been tested); thanks to all the people who put in many hours

over the weekend to deal with the increase in students affected by COVID we will continue with an aggressive testing schedule so we can identify and isolate those that are asymptomatic to help stop the spread

- Our COVID dashboard has been updated and contains more robust information; this is updated daily; it was suggested that this be moved to the top of the COVID web page to be more accessible
- With the increase in cases over the weekend, questions have been raised about going completely online – there are many factors involved including how the Governor will classify individual counties if numbers increase; risk levels are determined through the Governor’s office – we are enforcing more restrictive actions on campus than the county or the state – we line up our campus risk level with where the county’s risk level is set
- Since all this began, we have not really had any events taking place on campus, but we are pleased to announce that the Minot Symphony Orchestra will host it’s first concert of the season next Thursday evening with another performance on the following Saturday; social distancing protocols will be in place to minimize any direct contact
- HLC will be here on October 5-6 for Assessment
- We are already preparing for the next legislative session beginning in January 2021; budget processes are starting to happen and meetings with OMB are scheduled in October

3. Acknowledgements

VPSA – have been very busy communicating with faculty and students regarding positive tests and contact tracing so please be patient; we have a team delivering meals to those in isolation/quarantine; plan is still to have a vote this semester on Student Center renovations by the whole student body

Athletics – since last Thursday we are holding off on all athletic activities; cancelled the Spring Party fundraiser that was rescheduled from last spring – moving to next spring

NDCPD – have been busy moving some of our face to face activities back to online delivery; V. Rovig and L. Garnes have been busy training ND Highway Patrol and most of Sherriff’s offices in central ND on the project called Find Safe where they use various technologies to find people who have a tendency to wander; S. Mack and her team implemented a Power Up health conference and had 320 on a virtual conference; got an extension to continue virtual delivery for early intervention project – some face to face may still happen with proper protocols in place; L. Garnes is leading Governor’s State Council on developmental disabilities on their five year process; Dr. Foster is the new research coordinator

DCB/Minot – 60 students on the MSU campus at beginning of the year but five have withdrawn due to safety concerns

Career Svcs – COVID request forms have slowed somewhat – students looking to go remote

Wellness – doing outside activities as much as possible; hosted a foot golf event at Apple Grove golf course and hope to host a virtual 5K yet this fall

International – OPT fees are going up so we are working frantically to get as many applications in before that happens in October; Friday we will host a virtual health insurance seminar as many students have questions

on how US health care functions; surprisingly we have had 13 Canadian students enroll in the NDUS health insurance – we usually only get one or two enrolled; we will offer virtual office drop in hours over Zoom from 2:00 – 4:00 Monday – Friday

HR – director, L. Davis was introduced to the group; she is a graduate of MSU and is happy to be here; she is interested in meeting with departments to get to know their staff members as well as gain a better idea of what they do on campus

Title IX – should receive notice this week to complete your Title IX training, which is mandatory for all faculty and staff

LCM – have received approval to once again offer the Tuesday Soup and are currently working with Dome staff on how to set up some type of “grab and go” station to facilitate this

VPAA – as already mentioned, HLC will be here on October 5-6 and will be meeting with seven different groups; strategic planning and budget council met last week to prepare for budget presentations that will take place after Thanksgiving followed by a retreat in the spring; this afternoon H. Super and B. Schmidt will be presenting on MSU faculty scholarship to the SBHE research and governance committee in preparation for upcoming legislative session; have invited J. Sturm, director of the Looyenga Leadership Center, to the meeting

Looyenga Leadership – J. Sturm has met with many on campus and plans on continuing with more meetings; survey going out to students to aid in development of a strategic plan to plan what direction the center should plan take in the future

Advancement – we will have the bid opening tomorrow for phase 1 of the Summer Theater Renovation and hopefully work can begin yet this fall and finish before the theater season starts next summer

Military Resources – continued to participate in our area military affairs committee events; hosted Patriots Day events – special thanks to facilities for cleaning up the area; will participate in the ND Veterans Affairs Academic Advisory group at the end of the month; Troops to Teachers here on the 24th; still have a couple of suicide training virtual units available if anyone is interested

Bookstore – it has been a challenging semester with keeping social distancing, delays in shipments as well as delays with some publishers – we should be caught up by the end of the week; in a couple of weeks we will be looking to spring semester and requesting adoptions this fall, it will be imperative to have textbook information in by November 1; Dr. Geller is working with chairs to make it very clear that we must meet that deadline

AVPAA – just a couple of things from B. Odahlen who had to run to class – we have a new student intake form to better serve students that are new to campus asking for information to better serve students; tutoring (virtual) is up and running; working on spring FYE

Library – library instruction is running on a variety of platforms; we will mail books to those that are in isolation or quarantine – we can bring our services to you

University Comm – there are 142 signed up for the Cares 19 app; working on fall Connections

Marketing – share any stories that you have, especially those that are now taking place in unique ways (outside classes, Nelson Hall classes, etc.); we welcome any pictures or videos that we can use to show that our students are learning and classes are taking place in spite of COVID – these will be used in various marketing opportunities and they will be available for use in the upcoming legislative materials as well; thanks to Staff Senate for all the activities they planned for state employee recognition week; started to implement a marketing plan to bring new students in for spring

POWER – please refer students to fill our programs

Alumni – we will be hosting several virtual Homecoming events; hosting a drive-in movie next weekend

NA – hosting drive through powwow on Sunday from 1:00-4:00 on the lawn in front of Old Main – tune into 107.5 radio to listen; the harvest event for the Red & Green garden has been cancelled; we are still working on getting the harvest completed and items will be available at the powwow event; working with the Lions Club to enhance the area

DCB – have several events taking place for employee recognition week; enrollment will be up on headcount but down on FTE; HLC on campus next month; work proceeding on dining center – will go to bid in January; will be meeting with the Magic Fund Screening Committee for CTE project funding for purchase of a building for CTE in Minot – Dr. Shirley and T. Mihalick will also attend – Minot is the only one of the six largest cities in ND that does not have a CTE so this would be very beneficial; would work collaboratively with MSU, DCB, and Trinity Health

Grad – will host the first Grad Council meeting soon; looking to get graduate thesis manual approved; will hold a graduate student rights committee meeting to deal with a handful of filings; there have been some schedule changes in CoB

CEL – working with professors for online courses and virtual proctoring; have an opportunity to use instructional design services through CARES money and are working with NDUS approved vendors and professors to use these services

IR – have received a lot of requests for data – please be patient; once we have the official enrollment then all updates will be done on all static reports, fact book, etc. for both MSU and DCB

VPAF – waiting on the bipolar ionization equipment which will need to be in by the end of the year; have begun installing the infrared cameras around campus; looking at splitting up some critical offices to minimize risk; if we had to close an entire office that would hurt services to students; budget process is starting up again and budget workbooks should be out by the end of the month; we have good supplies of hand sanitizer, wipes, and gloves so if you are in need just contact facilities

Security – thanks to everyone for getting their continuity of operations plans updated and sent in; this is a process that we will continue every 2-3 years so our emergency plan is current; our annual security report is complete and should be published in October; we did qualify for the full 15% discount on our risk management premium

Registrar – have shifted most forms to online so students and faculty do not have to physically come to the office for anything; next week is official census date and that involves pulling together a lot of data; haven't completed the attendance report yet as we are still waiting on a couple of faculty to submit their information

Housing – working with students to keep them as healthy as possible; this time of year, we usually deal with students transferring to different rooms but that has not been the case this year

Enrollment – college fairs are now virtual events; started regional fairs for ND and Wyoming yesterday; we are not scheduling high school visits as we want to minimize the risk of spreading the virus – counselors have been contacted that we will offer virtual visits

Publications – will be receiving our new printer next week and until that is back online, there will be no printing available; new papers that were mentioned last month are now available; need directory updates today

Financial Aid – one of the requirements for us to receive Title IV aid is to celebrate Constitution Day which is tomorrow; we have developed a web site with information and will be hosting some virtual events on social media that anyone can take part in

ITC – finishing up installation of thermal cameras in high traffic areas; if you need something done please go through the work order process – if you email staff, they may not see it as they are busy setting up rooms, etc.; thanks to R. Norman and his crew on training faculty on new equipment – have not had nearly the number of calls we typically have this time of year

Other – city-wide clean up on September 26th; MSU will participate by cleaning up around campus, if you are interested contact H. Super and show up at the NW Arts Center parking lot at 10:00 on the 26th – should be done by noon

Adjourned at 10:50

Respectfully submitted, Deb Wentz