

University Cabinet Minutes  
May 20, 2020

**Present:** Brent Askvig, Penny Belgarde, Paul Brekke, Andy Carter, Libby Claerbout, Lisa Dooley, Anna Dykeman, Jeremy Feller, Melissa Fettig, Laurie Geller, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Tiffany Heth, Erik Kana, Jane laPlante, Mike Linnell, Teresa Loftesnes, Holly Major, Janna McKechnie, Jerry Migler, Jacek Mrozik, Robert Norman, Beth Odahlen, Cari Olson, Darren Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Bryan Schmidt, Steven Shirley, Jessica Smestad, Karina Stander, Katie Tyler, Marc Wachtfogel, Doreen Wald, Jonelle Watson, Laurie Weber, Deb Wentz, Brent Winiger and George Withus

**Absent:** Lynda Bertsch, Annette Mennem, and Brian Smith

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

**New Business**

**1. Senate Reports**

**SGA**

L. Perzinski provided the following report:

- J. Baez is the new SGA president
- J. Bortoluzzi had a great year

**Faculty Senate**

Faculty president B. Schmidt provided the following report:

- Faculty have been busy working on closing out the semester
- L. Borden-King is the new senate president
- Could not finish up some items that normally get done during spring (committee assignments) so will get these done in the fall

**Staff Senate**

Senate president, M. Linnell provided the following report:

- Had to cancel/postpone many events; the hope is to still have a silent auction and the raffle ticket drawings in the fall
- We had over 70 runners participate in the Frozen 5K
- Elections end today; survey will be due by the end of next week
- Beginning planning for fall kickoff
- Previous High 5 – L. Perzinski, D. Wentz, and M. Fettig

**2. President's Report**

- Much of what we have been working on is Covid related; thanks to everyone for all your efforts in serving students and for your patience and flexibility during this time
- Thanks to all who were involved in the GRADical events last week

- Looking at holding an event in the fall to formally recognize our graduates – will probably be more in the second part of the semester
- M. Fettig has done an outstanding job of staying on top of the Covid updates; she has been working closely with various groups in the region and state
- We are looking at the next phase in all of this which will be re-opening the campus; the Wellness Center has re-opened and is following safe protocols; the Dome walking path is open again as well; the Testing Center is slowly opening and we will restart campus tours on a limited basis
- No final decisions have been made as to when we can reopen but we are working on a timeline when things can start to get back to a more normal schedule; there are a number of issues that will need to be addressed especially before the fall semester opens
- SBHE at their April meeting did say that all 11 institutions will be open in the fall for face-to-face classes
- NDUS has organized a Smart Restart Committee; several people throughout the universities and colleges will be meeting to look at all issues that will need to be addressed; the first meeting will be on this Friday

NDCPD – all NDCPD services are being offered remotely; all staff are still employed; work continues as usual; we hosted a virtual recognition event last week to honor our A-Step students; still provide face-to-face services to around 20 families all while following proper protocols; needed to get approvals to offer online services

DCB – Minot operations will be open one or two days a week to allow for meeting with students; will follow DCB and MSU protocols to restart; HLC held a virtual visit for DCB in April; all went well; they will be on the campus in the fall as a follow up

Wellness – opened last Monday and students have expressed their appreciation; we are only allowing 10 people an hour and following proper cleaning guidelines; hosted many virtual events during the semester

Athletics – have opened the weight room and will be working on gradually opening other areas; NCAA voted to reduce minimum and maximum competitions next year so it is difficult to prepare a budget as we do not yet know what our travel expenses will be; spring party has been postponed until fall

International – is was quite chaotic this semester – postponing study abroad, supporting international students who could not go home; our office did put together care packages for students; have hosted various virtual events for students; there has been no change to the F1 regulations so students still need to abide by work regulations, etc.

LCM – have collaborated with different student affairs groups to work with students; students miss the face-to-face interaction; there is some financial stress among students

Student Health – the move to remote service has worked out well; online classes caused a lot of stress with students and the counselors continue to work with students; has been steady

VPAA – thanks to everyone for completing the semester with online services; summer classes start next week; M. Brooks last day will be May 29<sup>th</sup>; L. Borden-King will take over the assessment duties; some of her current duties will be shifted to E. Kana; have filled several faculty positions, however, still have several more to go; working on restarting the school psychology program

VPSA – thanks to all the student affairs staff for hosting numerous virtual events for students over the past few months; many of these were well attended and were handled very well; starting interviews for Director of Student Health this afternoon as M. Fettig is moving to a faculty position; we will be onboarding a new program for student conduct next month and it should be operational by August; recruitment and enrollment committee will review executive reports next week; thanks to J. Mrozik and T. Loftesnes for their quick response in getting a campaign done for social media

Advancement – hosted a Florida alum event this year; have sent out hand written notes to all donors as well as phone calls to reach out as a lot of our events had to be postponed or cancelled; another round of Challenge Grant funds were awarded last week; have hired a Development Officer (S. Lipp); thanks again to the GRADical Team – R. Heit, T. Loftesnes, M. Linnell, J. McKechnie, R. Ringham, C. Armstrong, A. Hughes, M. Tiedman, J. Strong, A. Huether, D. Olson, L. Johnson, and E. Anderson

Military Resource Center – happy Armed Forces Day today; have several military cultural presentations available for viewing; will join in the VA parade today; busy with reporting requirements; Memorial Day events will be virtual

AVPAA – we have called all freshmen and sophomore students just to check up on them; students were very appreciative that we care

Library – still very active even though building is closed; we are staffing the virtual reference desk and offer curbside checkout for books; on July 29 our integrated library system will go live

UComm – working on some senior stories – many excellent students; finishing up campus highlights and starting on President's report

Power – held a virtual banquet for grads – we sent food to them and had an online speaker; still waiting to hear status of Grant

Alum – quiet time as many events have been cancelled or postponed; waiting to see if we can do golf events and Summer Theater; have hosted some drive in movies on the Dome wall and have had good response to this; keeping people engaged with social media give aways

CEL – thanks for all the help with transition to online; staff were very busy with training, setting up courses, etc.; the Testing Center will be open for all testing on June 1

ASC – orientation for May, June, July will go to virtual format

IR – awaiting results on several surveys; course evaluations go out today; a data request form is online now which will streamline the requests for data

Security – few incidents with people hitting signs on campus; updating the continuity plan

VPAF – the work has not changed for people that report to B. Winiger – there is still the need to complete payroll, pay bills, manage budgets, disburse financial aid, etc.; will have a meeting this afternoon to finalize procedures for departments to get PPE

Student Center/Activities – students were grateful for all the online activities that were organized this spring; reached a new demographic of students that never participated before; may continue with some online events going forward; working with IT to have students submit photos for their ID cards to provide minimal contact

Registrar – grades were all in on Tuesday morning; again, thanks to the GRADical organizers – considering incorporating some of these events in the future

Honors – had 7 students graduate; meeting with prospective students; preparing to move office to Old Main

Housing – have about 10 students in the halls over the summer; Lura and Crane are starting to fill up for fall

Enrollment – thanks to mail room staff in getting all the information out to prospective students

Publications – workload remains normal

IT – working on virtual labs for students so they can access labs on campus from any device; e-waste collection will start around June 1

Business Office – you should all be getting the memo with year-end deadlines – please adhere to these dates

Title IX – working on new guidance which will result in major changes this fall; will change the way we have been doing things

Adjourned at 10:30

Respectfully submitted, Deb Wentz