

University Cabinet Minutes
August 25, 2021

Present: Penny Belgarde, Lynda Bertsch, Paul Brekke, Andy Carter Libby Claerbout, Joe Collette, Jeremy Feller, Laurie Geller, Deb Haman, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Cole Krueger, Jane laPlante, Michael Linnell, Janna McKechnie, Annette Mennem, Jerry Migler, Jacek Mrozik, Robert Norman, Beth Odahlen, Cari Olson, Darren Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Steve Shirley, Jessica Smestad, Karina Stander, James Sturm, Jorge Talamantes Baez, Katie Tyler, Doreen Wald, Jonelle Watson, Laurie Weber, Deb Wentz, Brent Winiger, and George Withus

Absent: Laurie Davis, Lisa Dooley, Anna Dykeman, Lori Garnes, Tiffany Heth, Janese Lehman, Steve Lipp, and Brian Smith

Guests: Katy Allers and Hilory Liccini

Approval of minutes: minutes of the June 16, 2021 meeting were approved as presented.

New Business

1. Senate Reports

SGA

- First meeting will take place on September 14
- Hosting a Club Fair today so students can sign up for those clubs they want to be engaged with
- Will hold an SGA fall retreat on August 31

Faculty Senate

- Have not met yet this year; officers include: J. Collette (president), J. Larshus (vice president), D. Seifert (secretary), L. Borden-King (past president), B. Schmidt (parliamentarian)
- First meeting is on Sept 9

Staff Senate

- New officers are: J. Lehman, President, K. Allers, Vice President, K. Marchand, Secty/Treasurer
- Troy Berg was the July High 5 recipient
- The fall kickoff event was well attended
- Hosted mini sessions to raise awareness of what senate does
- Working on a network challenge – more to come
- Working on State employee appreciation events
- Homecoming door decorating

2. President's Report

- Thanks to everyone who helped with all the activities to kick off the fall semester – so many things taking place and everything ran smoothly
- Enrollment does show that we are down in head count by around 2.8%; FTE is down around 1.1%; these numbers will change once we get dual credit numbers calculated

- We are closer to where we were in fall 2019 as far as normal operations on campus, but we still have challenges remaining with COVID; discretion to faculty and staff regarding masks, etc.; we don't know what the future holds and we have to remain flexible to change as needed
- UND/NDSU have issued a mask mandate for this fall; we all need to look at what is taking place in their particular region/communities
- We now have a Day Care located in Dakota Hall; thanks to all that were involved in making this happen special thanks to those offices who had to move to other areas on campus to accommodate this facility; fits in well with our strategic plan and also allows for several departments to have students involved
- Had a great summer theater season and renovation continues
- On a personal note, thanks to all who have reached out with well-wishes, gifts, etc. for our family as our daughter goes through her medical issues

2. Acknowledgements/Announcements:

DCB/Minot – have 49 students on the Minot campus

Career Svcs – hosting a community fair on Sept. 9; will hold a community health fair toward the end of September

Wellness – thanks for everyone participating in RecFest as well as staff training sessions; intramurals will start soon; promoting more outdoor events – have a lot of lawn games, camping gear, kayaks, etc., available for use

Athletics – we have the largest group of student athletes we have ever had; held an exhibition soccer match last night; gearing up for fall sports; had almost 1,000 students on campus over the summer for a variety of camps

International – we welcomed around 63 new international students (including Canadians); changed arrival orientation (F1) and moved it to on-line so students can now complete before they leave their home country – they don't have to wait until they are here before having the information; the shopping shuttle is being reinstated; taxi passes have not been convenient for students so now we will offer free taxi rides; held a pizza party last Wednesday and held an international bingo event; working with ND Humanities to have a speaker live-streamed in October addressing hate

Design/Print Svcs – have changed the department name to better reflect services offered; bulk orders were due last Monday but will take them through today; directory changes are due today; a lot of people are using the university Montserrat font for their emails and it is not a very good font to use as you cannot print those emails – use a standard font

VPAA – presented strategic plan updates during mini sessions and are now seeking campus input; will present to faculty senate and can to staff senate and student government as well; will keep sharing as we update; should be done by the end of fall semester; Notstock is set for September 23-25 with many different activities; HLC will be here next April

ASC – great turnout for welcome weekend; thanks to all who helped with all the opening activities; we have hired a new access services coordinator as well as a new military resource academic coach in the Power Center; tutoring starts next week

Student Health – have hired a new nurse practitioner; still working with DoH for Covid cases; some changes with close contact quarantines as they have an option to test out early; continued Covid testing for those with symptoms; counselors have been busy; immunization holds on student accounts have been taking place

VPSA – updated protocols are available on the web page; carry a mask with you as some departments may request that you wear a mask; vaccination clinic this Friday in the conference center; working on an incentive program for students; notices will be notified of any students that test positive or a close contact – if student tells you something else please contact student affairs; direct questions to Covidcore@minotstateu.edu where a group of people can solve questions rapidly

Question about university common spaces – our protocols right now are for classrooms; at this time, we do not have anything for hallways or common areas but will be ready to adapt should there be a need

JLG is working on a scaled back student center renovation and we hope to have proposals soon; reimagining an outdoor gathering space (Quad) that could be used for multiple student activities as well as academic pursuits to be used year round; thanks to student affairs team to work together to enhance opportunities for engaging students

Advancement – foundation had a record year - \$11.7M; 24 new endowments; assets over \$15M; 61% faculty and staff giving; good to travel again and meet with donors; honored new inductees into the Old Main Society on August 4; Summer Theater is now in phase 2 of renovation; Homecoming is October 4-9; hosting emeritus faculty and staff today for lunch on campus

Military Resources – National Guard education on campus; hosted visits from DCB and VCSU; participated in MAFB Homefront as well as an education briefing with MAFB; invited to participate in survey through MHEC on military student policy; training with VA with substance abuse among veterans; 9/11 will be the 20th anniversary of this event – please be sensitive to veterans as many still have difficulty dealing with events of that day

Marketing – thanks to all who have helped since coming on board; hired a web content specialist; refreshing billboards around Minot; working on a new commercial

Library – new instruction librarian; continue working on scanning yearbooks; have finally received a new security system

NDCPD – busy writing grants – waiting to hear on seven of them, six in progress, and 3 that we anticipate we will be participating in the writing; have 10 new Astep students and about 10 more returning students

U Comm – President report went out; working on fall Connections; need story ideas; have a new student writer for this semester

Alum – hosted events in Fargo and Bismarck; had good participation in summer golf outings and for the State Fair parade; Homecoming events include: Decade reunion for 1970's, block party, Golden Awards, President's Club lunch, reunions, etc.

NA – thanks for everyone who helped with welcome week activities; held mini sessions for convocations; will attend two tribal college fairs; tipi went up on Monday and plan to host some educational sessions; Powwow committee has met and sent a virtual Save the Date notice

DCB – enrollment is tracking close to last year – still waiting for Farm Management and Dual credit numbers to get entered; consolidated all academic support services in one area – “Academic Atrium”; approved to have a new cohort with the State Hospital in Jamestown for nursing; making significant progress with CTE in Minot; added a new sport – trap shooting; DCB Covid protocols are very similar to those at MSU; dining center renovation is making good progress and hopefully be open in January

Enrollment/Grad – R. Conway is the new director of the Severson Entrepreneurship Center – he will also be teaching; he is also looking for more internship opportunities

CEL – online is up and running and was a very smooth opening for the semester; computer science is offering their entire program real-time online

IR – many reporting processes have to wait until the official census numbers are in; reminder that the data request form is online

Security – updated some cameras over the summer; participated in active shooter training on campus with local first responders; working on the Cleary Report – please watch the video if you are instructed to do so; involved in new faculty orientation as well as RA training; hired two CJ students to work in the department and get a little experience for a future in law enforcement

Student Center – SGA meetings will now be held Tuesday evenings as that will work better for students; parade information will be going out next week; good number of students at activities and events; great dining plan through Sodexo for faculty and staff

Registrar – enrollment numbers were sent to all cabinet members; we have made some personnel changes in the department as far as responsibilities go; will be hiring a new administrative assistant

Residence Life – move in day went well – we are down about 15 from last fall; office moved into the Student Center; updating some apartments; more updates to McCulloch

Looyenga Center – good start to the semester; did some training with residence life and wellness center to build some leadership skills in those students; 20 leadership workshops coming up this fall; 21 in our Lead 101 class

Enrollment – thanks to all who helped with orientation, etc.; have two new recruiters; most of recruitment plans are going to be face to face except for Minnesota; plan on having the usual schedule of on campus visits

Business Office – year end process is wrapping up; operational audit completed with no findings; new regulation required movement of some fund numbers – please check the Business Office page

Financial Aid – if you haven't completed your dependent waiver form please do so as soon as possible; continue to package students as FAFSA's are still coming in; special circumstance appeals have taken up a lot of time – lots of requests for a review due to income fluctuations; work study jobs need to be posted through the HR web site

VPAF – this summer has been very busy in administration and finance especially when dealing with Covid dollars; business office and financial aid have been extremely busy; facilities management has done a fantastic job of keeping the campus looking great; IT works all summer updating equipment, etc.; security has done a wonderful job of keeping up with all the extra events that take place during the summer; was able to refinance our debt – took advantage of lower interest rates out there now – will save us a lot of funds in the coming years and we were able to keep our A Bond rating

Honors – have 42 new students

Adjourned at 10:57

Respectfully submitted, Deb Wentz