

University Cabinet Minutes
August 10, 2022

Present: Sara Abrahamson, Maggie Anderson, Nathan Anderson, Maggie Backen, Libby Claerbout, Jeremy Feller, Deb Haman, Lisa Haman, Kevin Harmon, Rick Hedberg, Tiffany Heth, Jynette Larshus Thompson, Michael Linnell, Steve Lipp, Janna McKechnie, Jacek Mrozik, Robert Norman, Cari Olson, Darren Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Steve Shirley, Jessica Smestad, Karina Stander, James Sturm, Doreen Wald, Laurie Weber, Deb Wentz, and George Withus

Absent: Katy Allers, Paul Brekke, Lisa Dooley, Kevin Forde, Lori Garnes, Laurie Geller, Andy Heitkamp, Cole Krueger, Jane laPlante, Heather Martin, Annette Mennem, Michelle Sayler, Brian Smith, Jonelle Watson, and Brent Winiger

Guests: Amy Armstrong, Kelly Lichtenberger, Tiffany Pierson, and Madeline Shorlemmer

Approval of minutes: minutes of the June 22, 2022 meeting were approved as presented.

New Business

1. Senate Reports

SGA

- Still have a couple of senate openings – Grad school specifically

Faculty Senate

- First executive committee meeting is on August 25
- Have a couple of committee positions open – will hold a special election to fill

Staff Senate

- D. Olson was last month's high 5 recipient
- Will be hosting a mini session at convocation to explain what we do
- Collaborating with SA to host the BBQ following the Student Convocation on August 22
- Will be passing out popcorn on August 17th to welcome everyone to the new academic year

2. President's Report

- Welcome K. Forde (AD) and M. Backen (DCB) to cabinet
- Have hired Dr. Carmen Simone as the new Dean for DCB – her first day is August 15; she is a ND native (Watford City); has an extensive career in two-year colleges
- Several searches are taking place in athletics
- Next week is a big week with new faculty orientation taking place on Monday and Tuesday; Convocation on Wednesday; moving students in Friday – Sunday. All are encouraged to help with moving student into their halls
- August 22 we will hold our Student Convocation at 11:00 in Nelson Hall – encourage everyone to attend. This will be followed up with a BBQ open to all faculty, staff, and students
- Attended the Chancellor's Cabinet retreat last week; focus was mainly on the upcoming legislative session to begin in January; there has been a lot of turnover in the legislature, in particular with long standing leadership positions – this may impact decisions made during the session

- Was asked to testify at a hearing of the Acute Psychiatric Treatment Committee, an interim committee of the legislature, they are looking at residential care facilities in the state and whether or not we have enough due to the increase of mental health issues. We were asked because of the programs we offer and the expertise we have concerning this issue
- We hope to meet in person for next month's meeting

3. Acknowledgements/Announcements:

HR – hired an HR coordinator, Paul Cerbone – stop by and introduce yourself; currently working on auditing files; developing a training session for the hiring process; will have a session on August 19th and will be open to campus for HR issues

Assessment – co-curricular assessment details are being compiled so they can be added to SPOL; meeting with programs individually as needed; two academic programs have been added into the production site and are ready for reporting on the 2021-22 assessment results; two others will be added; development of tools to provide transparency on implementation and achievement of action items to the updated strategic plan; working with school psychology program on their self-study for the NASP re-certification due this fall; HLC put out a call for proposals for the 2023 conference and we will submit a proposal

NDCPD – 16 new Astep students this fall; hosting a ND Power Up Conference of Health in Bismarck; conducting a mini session on grant development

DCB – CTE is getting ready for the renovation of the building in Minot; first offering will be Dental Assistant followed by Dental Hygiene; in-service next week at DCB

International – have moved their office to the third floor of the Administration building, room #362; Erin Anderson is the new International Student coordinator; working with new students coming to the US for the first time

Student Health – looking for student transportation due to the cab company going out of business; E. Heit is the new administrative assistant and has completed an audit of student files for compliance with immunizations; still have at-home Covid tests available; will have rapid testing available for students in the fall; must be by appointment; Northland Health Center will have a provider here around 8 hours per month; \$50 credit for students to get services through them; counselors have been very busy

IT – G. Withus is retiring September 6; have had a busy summer updating all podiums in classrooms; set up is the same across campus; M drive documents need to be moved before November 30 as they will be deleted then; reminder to complete help desk tickets rather than emailing for help

SA – Covid protocols have been updated on the web site; will not update daily unless warranted; Convocation for students on the 22nd followed by BBQ for everyone; encourage people to wear red all week; moved to the third floor of Administration room #364

Advancement – summer theater had a great season; Community Rocks will be held at the amphitheater on August 20, Notstock will have a concert there in September and Student Life is hosting an event in September as well; new development officer, A. Naze is now on campus; transitioning Boosters from athletics to

advancement – J. Feller is responsible for this; emeritus lunch is on August 24; Life Long Learning Institute had five or six courses offered last year; Tomato Festival is tonight to benefit the Taube and MSO

ASC – K. Allers is now the Power Director; A. Brandt and T. Haskins are new academic coaches; K. Sem is now the Access Services Coordinator; preparing to get students enrolled

U Comm – President's report is out; have an email blast leading up to capital campaign; two new students in the department this semester; Onward Beavers features E. Eads

Alumni – had great attendance at the various summer events: golf events, luau, state fair parade; will host an event in Bismarck in September and another in Minnesota; Alumni cruise to the Rhine for October 2023 has already had good interest and people signing up

CEL – completed training for new faculty and will continue throughout the semester

Security – had a good summer – not many issues; working on Cleary Report update; had RA training this week as the department works very closely with the residence hall RAs; will host active shooter training on September 19 with sessions at 10:00 and 1:00

IR – chance to work on things that got put to the side during the spring semester; SPLs all been sent to faculty as of Monday; inputting faculty credentials into SPOL so everything can link together for assessment purposes

Student Center – building looks great – cleaned and ready for students; good sign up for meal plans; Sodexo offering special package to faculty and staff; Student Life is ready for a busy start to school; working on Homecoming

Registrar – wrapping up summer semester; made a conditional offer to new admin assistant; process we use is an email process for any kind of approvals; we have a new form that just went live that includes all the approval pieces into Campus Connection so everything is paperless – faster and easier for students and faculty

Athletics – filling some coaching positions; student athletes are back on campus

Honors/FYE – L. Harmon is the new FYE coordinator

Residence Life – numbers are up in the halls – New Incoming +17 – Returning +26; upgrades in the halls is wrapping up; training taking place for staff; moving in Friday – Sunday

Looyenga – Larson Grant leaders and scholars has 20 students in the Leadership Living and Learning community in Lura Manor; working with Strengthen ND and ND Dept of Commerce to form a Launching Leadership program this fall to bring in 24 area high school students to campus October 19-22 for a Leadership program – students will be staying on campus

Bookstore – will be open on Welcome Weekend; will host two VIP events – Nursing students and International students will have an opportunity to shop exclusively without other students in the store

Design/Print – will be moving to Administration #160; the week of August 15-19 machines are scheduled to be moved; the color printer is up and running again; paper shortage continues

Financial Aid – L. Weber is serving on the ND HUG this year; thanks to L. Opp in helping put together information on the nursing report; think about posting student jobs as soon as possible

Enrollment – next in person registration is August 18; in process of planning all 22-23 communications, events, and travel schedule for fall – majority are in person this year; also, in process of filling open admissions counselor position

Marketing – first-year student campaign begins on August 15; Hometown Pride campaign launch on September 1; additional counties are being considered for inclusion in this program; have added additional perks through bookstore, residence life, athletics and the wellness center; R. Heit will be busy taking photos/videos of students throughout Welcome Week; working with Financial Aid to make improvements on their web site

Military – participated in GF Air Base education fair; provided a suicide prevention/intervention training on campus; DAV picnic is August 11; Narcan training is Aug 11; VA will be on campus for a compliance survey on October 11

Adjourned at 10:50

Respectfully submitted, Deb Wentz