

University Cabinet Minutes
February 19, 2015

Present: Brent Askvig, Stephen Banister, Caren Barnett, Lynda Bertsch, Libby Claerbout, Lisa Eriksmoen, Brian Foisy, Warren Gamas, Kevin Harmon, Andy Heitkamp, Alysia Huck, Dick Jenkins, Lenore Koczon, Gerri Kuna, Teresa Loftesnes, Holly Major, Paul Markel, Wes Matthews, Devin McCall, Christine McIntosh, Annette Mennem, Jacek Mrozik, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, Rebecca Porter, Marv Semrau, Steven Shirley, Brian Smith, Steven Swenson, Doreen Wald, Kris Warmoth, Jonelle Watson, Laurie Weber, Deb Wentz, Lori Willoughby, and George Withus

Absent: DeVera Bowles, Conrad Davidson, Russ Gagnon, Laurie Geller, Rick Hedberg, Marley Kotylak

Guests: Linda Cresap, Evelyn Klimpel, and Linda Olson

Approval of minutes: minutes of January 28, 2015 meeting were approved as written.

New Business

1. Senate Reports

Faculty Senate

Senate vice president Linda Cresap provided the following report:

- Currently have an ad hoc committee reviewing what processes and procedures we should have in place to award retired faculty emeritus status
- Accepting nominations for Distinguished Lifetime Educator recipients – if any are approved they will be recognized at the annual spring recognition event
- Senate meets today

Staff Senate

Senate president Steve Swenson provided the following report:

- Cookbooks should be here any day
- Staff Senate is working with others on campus to do an assessment on accessibility campus-wide; a report will be forthcoming with suggested changes to enhance accessibility for all
- The annual silent auction will take place March 30 – April 3; the committee has agreed to give the proceeds to the Backpack Buddies program

SGA

In President Marley Kotylak's absence, L. Perzinski provided the following report:

- SGA has been following several different proposed bills in the ND legislature, in particular the one that would require more personal information on campus ID cards which could be a problem should the card be lost or stolen
- On March 4 there will be elections to seat new officers for the upcoming year

2. Proposed Disability Services Policy

E. Klimpel, disability services coordinator, presented the current policy with the suggested additions which specifically names the disability services office as being responsible to make decisions regarding provision of accommodations necessary to provide equal access for prospective, newly admitted or currently enrolled students. Another addition requires written documentation regarding a

student's disabilities to be sent to the disability services office where it will be kept in a secure file for purposes of confidentiality.

There were some questions raised regarding some other items in the policy and it was determined that a smaller group representing many different areas of the campus meet to clarify some of the items in the policy. E. Klimpel will call a meeting with interested constituents.

3. Proposed Social Media Policy

T. Loftesnes and D. Wald reviewed the following graphic standards policies

- Web Site – all websites must be in compliance with MSU publications policies as well as with Federal and NDUS obligations as noted in NDUS Policy 1901.2. An outline was provided delineating who is responsible to assure compliance on web sites.
- Visual Review – regardless of where printed, all publications and print materials must be submitted to Publications and Design Services for approval prior to being produced. Review the handout provided to see what this encompasses and what is exempt from review
- Social Media – (new policy) requires:
 - Social media accounts must be approved by the marketing office
 - All social media accounts must be clearly identified by using Minot State University or Minot State rather than MSU due to other MSU schools in our region
 - The Minot State University logo is required for Facebook and Twitter accounts in the profile graphic
 - Active posting to social media accounts is required. Tweets and Facebook posts are recommended at least three times a week. Accounts inactive for longer than one month may be considered for termination
 - All Minot State University social media accounts will refrain from disrespectful comments and inappropriate language
 - The marketing office will not post to any Minot State accounts other than in the case of an emergency

The university's graphics standards policies can be found at <http://www.minotstateu.edu/publications/graphic-identity.shtml>

4. President's Report

University/NDUS/SBHE Updates:

- T. Hjelmstad was elected chair of the State Board of Higher Ed through June 30, 2015 when his term ends
- K. Neset was elected vice chair through June 30, 2015
- Board member Melichor was confirmed by the legislature for a term that will run through June 30, 2018
- The board has one member position open for which they have three finalists; it is expected that the Governor will make an appointment soon
- There are several faculty searches taking place
- Enrollment news release is out and shows a 2% increase over spring of 2014

Legislative Update:

- A very successful legislative reception was held on February 10th at the Heritage Center in Bismarck. Much thanks to all those that participated and helped with set up. We also included students at this year's event which was well received.
- The Higher Ed funding bill is currently in the House; crossover is next Friday so the House must take action before then; these sessions are streamed live so if you have a chance to watch it please do so
- The House was also looking at some actions that would affect authority of the Board

5. Announcements/Acknowledgements

You should have all received a listing of acknowledgements with your meeting materials. If anyone has any announcements or further acknowledgements we will hear those now:

Academic Affairs – currently have a search going for Sponsored Programs and the Dean of Ed and Health Sciences; the pool is very low

Athletics – the Tigerlily concert was well received and thank you to all of you who helped make this a successful event; it is high school tournament time so be aware that on March 5-7 we will be hosting the Class B Girls tournament and others to follow in the weeks ahead – be mindful of extra visitors on campus and keep in mind that Lot L by the Dome is reserved for tournament attendees; thanks to all faculty for getting the early alert forms back in

POWER – would also like to thank faculty for turning in early alert forms

Institutional Research – many updated reports on the web site; NSEE survey is underway with the faculty survey coming in April

Native American – just completed some recruiting in Montana where four tribal colleges were visited

CEL – completing staff evaluations

Arts & Sciences – working on evaluations; curricular updates; had a very successful Darwin Day and Soup it up Day; Ceramics Open Studio is currently taking place; faculty received recognition for recent publications (they will be recognized in Public announcements)

CETL – Looking for peer mentors for next fall; hiring Transition leaders now

NDCPD – is hosting, in conjunction with University Diversity Committee, a diversity speaker on campus next Thursday – all are encouraged to attend one of the 2 sessions

Financial Aid – 2015-16 scholarship information and applications have been received and now the process of review has begun

HR – evaluations are due March 31; several from campus attended a 2-day training session regarding Title IX at the beginning of the month

Business Office – will host three different training sessions next week in Memorial Hall regarding the accounts payable process

International – the newsletter was distributed as well as notice of a study abroad opportunity to Ireland this summer

Veterans – student numbers are up; thanks to faculty for submitting early alert forms; currently formulating a training process

Ed & Health Sciences – working on nursing articulation with NDSCS; will be making a social work visit to Fargo; SW students in Bismarck have organized their own club

Marketing – there will be a photo shoot on February 26 for Education and Nursing; the International Programs newsletter and blog are exactly what we would like to see as far as the graphic standards discussed earlier; we do have an online photo gallery that can be used for Facebook or Twitter if anyone needs pictures

Student Life – we now have 17 certified mental health/first aid staff that recently completed training

Student Health – researched all students and athletes living on campus; four athletes and six students have not completed their MMR vaccinations; with the scare of an outbreak of measles, it appears we are safe to say that we would not experience a wide-spread occurrence

Security – getting ready for the basketball tournaments that will be held on campus in the coming weeks; we have come to an agreement with Trinity that in the event of a campus emergency their facility would act as our command post

Sodexo – this is C. McIntosh's last day at MSU as she is moving back to Louisiana; former manager Charlie will be filling in; an interim manager should be named shortly

IT – D. Olson and G. Withus attended the State CIO Council meeting where security was the focus; everyone is asked to change their passwords every 90 days and it is much appreciated if that is done when you first receive notice; the legislature is looking at possibly changing the retention on emails which would be a major undertaking as proposed

Library – on March 5 they will once again have a therapy dog in the library as well as during finals week

Graduate – Education is working on collaboration with UND

Registrar – online catalog deadline is March 2 so please get all your updates entered before that date

PIO – have had a good response for stories please keep it going

Adjourned at 10:05 am

Respectfully submitted, Deb Wentz