

University Cabinet Minutes  
June 15, 2011

**Present:** Brent Askvig, Stephen Banister, Caren Barnett, Lynda Bertsch, Libby Claerbout, Linda Cresap, Conrad Davidson, Lisa Eriksmoen, Brian Foisy, David Fuller, Dale Gehring, Kevin Harmon, Rick Hedberg, Cathy Horvath, Dick Jenkins, David Klassy, Roger Kluck, Lenore Koczon, JoAnn Linrud, Teresa Loftesnes, Wes Matthews, Selmer Moen, Susan Ness, Neil Nordquist, Cari Olson, Leon Perzinski, Rebecca Porter, Marv Semrau, Carlos Soza, Vicki Troftgruben, Doreen Wald, Jonelle Watson.

**Absent:** Max Buchholz, Patti Fedje, Sandy Foley, Russ Gagnon, Rod Hair, Kris Warmoth, Deb Wentz

**Guests:** Mark Timbrook

**Approval of minutes:** minutes of the April 13, 2011 meeting were approved as written

Welcome to Dave Klassy, New Veterans director

**New Business**

**Senate Reports:**

Faculty Senate and Student Government Reports: Not available

**Staff Senate**

Four members traveled to DSU for system senate meeting; new officers for coming year are Vicki Troftgruben, President, Anton Huether, Vice President, Connie Teets, Secretary/Treasurer and Linda Benson, past president. Senate is right in the middle of planning for the fall kickoff event 8/16/11 from 5:00 – 9:00 - alternate arrangements will be made in case the zoo is not yet open at that time due to the recent flooding and evacuations. The next staff senate meeting will be held next Tuesday – please contact any senator if you have any questions or issues to present.

**Flooding Update:**

The Minot State campus stepped up very well. Dr. Fuller extended thanks for going beyond the call of duty during this time. Encouraged everyone to continue helping as needed. A link has been created on the website that allows people to identify issues needed and to sign up for volunteering. Roger extended thanks to those who helped sandbag at his home last week. Wes noted that last Friday the four hospital beds in the nursing simulation area were being used for the Red Cross.

**CEL Accounting:**

We currently count all revenues from all credit activity (offered through Distance & Continuing Education) in our local funds, which means it is not considered part of institutional collections and as a result it is not budgeted as an appropriated source of income in the annual budget. We are being mandated by the NDUS that all tuition from credit activities, regardless of delivery method be counted as part of institutional collections or the appropriated fund groups and that this transition is completed by the start of the 2011-12 fiscal year.

## **2011 -2012 Salaries:**

Several areas were studied prior to determining 2011 – 2012 salaries. These include:

NCAA/DII transition: plan funded by various athletic revenue sources, along with 25% overhead assessment to CEL; adding 4 new positions, student waiver budgets increased, plan accelerated and is now fully funded (FY12-15) Consultant was hired to review the budget process to assist in how this transition could be best funded.

VPAF reallocations: eliminated contract custodial for administration building & residence halls, electrician series, outsourced safety/security, and 24/7 custodial model; collapsed all existing VPAF “breakage”; added new positions for FY 12 (2 business office, 1-hr employee, 3 security employees, 1 athletics, 2 grounds employees – all possible through the shifting of dollars/positions/contracts; not new money)

Academic enhancements: created IR director and administrative assistant, nursing expansion with Trinity Health, new positions for CETL learning communities, SCE director, new veterans positions, Multicultural/Native American/Global Ed positions; athletic training and early childhood (child care) grad programs; EID/MACS initiative (CS initiative with software engineering program); several other important academic enhancements, pending review by new VPAA. Many of these come from restructuring, areas of needs, etc. Prioritizing programs will analyze programs for strength, reconfiguration, enhancements, and additional support.

Brian and Jonelle worked very hard to clean up salary funding source areas and were commended on the work done to realign those areas affected.

Budget upload process happened 6/14/11. Data now available for faculty and staff contracts; 3% increase CTF; 2% across the board increase and 1% market/equity increase; budget moves: athletics from 10 to 12 month contracts. A notice will go out again about the increases. These increases do depend on satisfactory evaluations - pending issues not completed will not be eligible for increases. Those who do not comply with mandated compliance requests will not see an increase. Along with the clean up anyone that currently has a grant buy-out does not currently show in the budget book, all positions show as coming from appropriated funds

## **Overview of One Stop Shop for Students:**

Administration building renovation for one stop shop main floor includes: moving records, housing, financial aid, DCB, and expanding enrollment (to include passport, recruiting). Two models are being reviewed. Due to new policy, Roger will be limited on reconstruction without SBHE approval. A Clark Enerson architect will be utilized to mesh the two models with the least amount of cost and construction. Work will begin soon. Roger has the sketches and is willing to visit with anyone who has questions or wants to add input.

## **Sodexo Remodel:**

Sodexo remodel is progressing and on track. Next week painting will begin, by 7/4 ceilings in and then equipment and flooring to follow that. Seating is growing to 224 (80% increase); working on new menus, and brochures with the new offerings.

### **Campus Construction Updates:**

Plant - Stadium seating is beginning to lay the concrete. End of July the bleachers should be set. Wellness Center will be setting steel in next couple days. Major changes in the next couple months, pouring and setting block every week. Slaaten Center - demolition is complete, rewiring has started. Should be ready by August 1. Geothermal - pre-construction meeting today. Drilling crews will be on campus next week.

### **SBHE on campus:**

Reception tonight in Swain Hall – special recognition for Jon Backes for his service to the board. The SBHE will be meeting in the conference center tomorrow. There will be a special presentation on the Geothermal project during the breakfast portion of the meeting and then at noon the focus will be on student retention, services and support. CETL will be the featured presenter; agenda for the meeting is posted.

### **Acknowledgements:**

Cathy Horvath and ITC department for their work during the remodel of Sodexo.

Wes Matthews, Jonelle Watson, Robin Wagner for their work on CTF and the work involved for the budget upload.

Melanie DeBoer Brunson for her work on the NCAA Candidacy Year Two annual report that was submitted on June 1<sup>st</sup>.

Bill Triplett for leading the women's softball team to the National Tournament in Alabama on May 19-21.

Chipper Farrell for leading the women's golf team to the National Tournament in Tennessee on May 19-21 and also for being recognized as the DAC men's and women's golf coach of the year.

Lisa Eriksmoen and her staff for help with housing during the flooding emergency.

Enrollment Services staff, TRiO staff and Ann Rivera for making necessary phone calls to reschedule CONNECT attendees for a session that had to be postponed due to the flooding.

### **Announcements:**

Open forums forthcoming for campus security director

The "M" is now a registered trademark. Be Seen Be Heard was not allowed as it was too similar to other trademarked tag lines.

### **Department Reports:**

Plant - Nursing expansion into I Keating room on 3<sup>rd</sup> floor of Memorial, and learning commons in library; landscaping project at Dakota Hall; sales tax vote passed and Roger will be having discussions with city personnel on MSU projects; removing the coal boiler

Athletics - Wylie Wilson, long-time MSU track coach during the 70's & 80's, died of cancer last night.

Publication and Design - getting a new machine soon which will cause other equipment to be down. Notice will be sent out when dates are confirmed.

Library - received proposal for the information commons area.

Ed & HS - Kelly Schmidt has stepped down as chair to work on the Tobacco Consortium. Mary Smith will be the interim summer chair for Nursing.

Enrollment Services - applications are up. Predictive model is a bit compromised as CONNECT session was canceled due to flooding; 62 eligible passport students; 175 students expected for next week  
CONNECT

Housing - FULL. Waiting list (58) of new applicants for upper class; 25-30 beds for in-coming freshman in McCulloch; Beaver Ridge Plaza hopes to be complete by Labor Day. MSU will acquire the full top floor to provide housing for students and new faculty. Another opportunity - foundation is making plans for a unit on west side of campus: North of Little Flower Church the Foundation owns part of the block; conversations are continuing; other possible ideas being discussed include construction of another Campus Heights apartment. With the initiatives we are eager to hear what Noel-Levitz suggests for housing growth.

Financial Aid - awards are complete for returning and transfer students.

Arts & Sciences - Summer Theater opened last night with a good crowd and good weather. Best way to get to summer theater is from the east side and around the dome. Coming from the North the road is bad. Good article in the paper of the cemetery project by Mark Timbrook and Margaret Sherve

### **President's Report:**

Many things have been happening since our last meeting. Items to note:

- Commencement
- Flood Response
- New VPAA – welcome Dr. Lenore Koczon
- NCAA Evaluation Team
- Geothermal support and financing plans
- Trinity-MSU Nursing Collaboration
- EID Passport meetings
- Noel-Levitz Visit
- Nonprofit Leadership Alliance
- Budget reorganization
- June 14 City Vote
- Risk Assessment

Meeting adjourned at 11:00 a.m.

Respectfully submitted, Penny Brandt

*University Cabinet  
June 15, 2011*