

University Cabinet Minutes
July 19, 2017

Present: Stephen Banister, Paul Brekke, Andy Carter, Conrad Davidson, Lisa Dooley, Patrick Friley, Russ Gagnon, Laurie Geller, Kevin Harmon, Rick Hedberg, Gerri Kuna, Mike Linnell, Teresa Loftesnes, Devin McCall, Janna McKechnie, Annette Mennem, Jerry Migler, Cheryl Nilsen, Beth Odahlen, Cari Olson, Linda Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Steven Shirley, Jessica Smestad, Brian Smith, Katie Tyler, Marc Wachtfogel, Doreen Wald, Jonelle Watson, Laurie Weber, Deb Wentz, Brent Winiger, George Withus

Absent: Brent Askvig, Lynda Bertsch, Libby Claerbout, Linda Cresap, Melissa Fettig, Andy Heitkamp, Holly Major, Jacek Mrozik, Aaron Richard, Kris Warmoth, and Lori Willoughby

Guests: Annette Clark, Laurie Garnes, Elizabeth Sund, and Jesse Watson

Approval of minutes: minutes of June 21, 2017 meeting approved as presented.

New Business

1. Senate Reports

Faculty Senate

Senate president, L. Olson provided the following report:

- C. Nilsen has agreed to serve a parliamentarian for the coming school year

Staff Senate

Senate president, M. Linnell provided the following report

- M. Linnell and C. Krueger attended the ND Staff Senate meeting in Bottineau last month; C. Krueger was elected NDSSS vice president and M. Linnell will serve as the NDSSS communications officer
- Working on Fall Kickoff for August 16th – will check with the zoo for availability

Student Government Association

- Working on Homecoming activities; still waiting for the city to grant a parade permit

2. HLC

- Criteria 2 and 4 are under review
- Criteria 1 is in its second edit
- Criteria 3 is in its first edit
- Writing continues on Criteria 5

3. Convocation

Please forward and topics you would like covered either at Convocation or in a mini session

4. President's Report

- Minot State has submitted a request for funding through the City of Minot's Community Facilities Fund and will go before the council tomorrow to present our case; funds would be used to replace the seating in the Dome which is almost 40 years old; the Dome serves many others in the city and region and by

hosting these events, brings many visitors to town; we have to make sure that we have a quality facility if we want to continue hosting these types of events

- There is a special SBHE meeting today at 11:00 to discuss MN/ND reciprocity
- Had a good SBHE retreat in June with much discussion on the study of 2-year campuses which will now include the 4-year campuses as well
- ND State Fair kicks off on Friday; please consider taking part in the parade, luau, and working in the information booth
- Thanks to everyone who has helped with all the summer activities (golf tours, theater, etc.)

5. Announcements/Acknowledgements

Student Affairs – Career Center is working on a workforce development campaign which will connect students with alumni and community members to support a more successful transition into the workplace; plan to launch this program in September; there will be some customer service and diversity training in the Beaver Dam from 9:00-noon tomorrow

Athletics – camps are finishing up this week; lower level of Dome will be closed to refinish the gym floor; football will be back on August 9 and soccer/volleyball on August 13

Advancement – NW Art Center is moving along with a November completion date; will be hosting a luncheon event for all emeritus faculty and staff; J. Feller is the Development Officer and M. Linnell is the new University Communications director

VPAF – we have asked for an exception to the per credit tuition model; B. Winiger does serve on the committee looking at this and studying ramifications if put into use

University Communications – thanks for the opportunity to work in this position; thanks to student worker D. Fagan who has been doing an excellent job in the office during the transition; President's report coming out soon and work has begun on Connections; send over web stories

Power – usual preparations underway for fall semester; Power week coming up in August

Business Office – auditors were here last week; working on year end reporting

Student Center – final plans for student activities are being worked on; Oscar's Ice Cream will be here tomorrow; have some youth-sized 14 and 15 Homecoming shirts for give away during the ice cream event

Publications & Design – color copies are now only 19¢; black and white copies remain the same; hired R. Mathis for copy center

Alumni – luau is on July 26; will host a Bismarck event in August; September 19-23 is Homecoming week; one more golf event scheduled for Kenmare in August; faculty/staff giving campaign getting set to kick off

HR – busy writing/updating policies; there are 18 open positions on campus; must do background checks on all hires

Sodexo – working on new menus and events for upcoming school year; will have a meal plan designed for faculty and staff starting in the fall

Bookstore – prepping for fall

CAS – policy handbook revisions taking place; Summer Theater had 4 productions this year and had a total of 9,188 people attend

Registrar – enrollment is slightly up

International – reorganizing and giving office a face lift (new paint)

Marketing – all should have received the information on how to order name badges; parade is Saturday – meet at McDonalds on Broadway; booth still has openings to fill; working on a 3D version of the campus map

ITC – redoing about 30 classrooms so all are consistent for faculty. L. Conn is going back to school in the fall so we will need to fill the administrative assistant position

Wellness – MSU Well is hosting a woodland trail walk tomorrow at 4:30

Enrollment – orientation this Friday with about 100 signed up; postcards have been sent to all students that have not yet enrolled

Financial Aid – will be starting an automatic 4-year scholarship program for fall 2018; must maintain 3.0 to be eligible and 24 credits per year; award amounts are based on ACT scores and high school GPA;

IR – working on HLC and data requests

EHS – have a couple of offers out for faculty positions; finalizing Briercrest agreement

NDCPD – M. Mercer is retiring and there will be a dinner next week – check public announcements for ticket information; H. Liccini will move into Mercer's position and Z. Winkler will fill Liccini's

CETL – have 2 more learning communities for this fall; sign up to help with Welcome Weekend and Student Convocation; departments are encouraged to host an open house to welcome students; please sign up for service opportunities working with new freshmen

Housing/Health – staff have begun training with the electronic health record; working with CETL to offer educational sessions during welcome week; renovations are taking place in the office to provide more privacy at the receptionist desk; have 440 students assigned to housing as of today; conducting RHD training now with RA training on August 1;

Title IX – will conduct training with RHD and RA staff and new faculty; prepping for the year

Native American – doing a refresh on the Center; if you have any fall diversity celebrations let A. Mennem know; held a retreat for the Diversity Council this past Monday; will attend HEROES conference in September

Security – conducting training for RHD and RA on Cleary Act; still updating lighting and videos around campus; hope to install camera upgrades this fall

Facilities – busy with residence hall upgrades; landscaping is done around the football field; will be moving to new building soon

VPAA – busy filling open faculty positions before school starts; will be interviewing Assistant VPAA candidates tomorrow via Skype

GBO – restructured some positions; computer updates in building are complete

DCB – fall in-service schedules are final; will include a family picnic this year as well; have had meetings with IT and computer science teachers to work with city and MPS on resiliency funds for education of workforce to address needs in the community; will start a program this fall

Adjourned at 10:15

Respectfully submitted, Deb Wentz