

University Cabinet Minutes
August 26, 2020

Present: Brent Askvig, Lindsey Benson, Lynda Bertsch, Paul Brekke, Andy Carter, Libby Claerbout, Lisa Dooley, Jeremy Feller, Laurie Geller, Deb Haman, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Tiffany Heth, Erik Kana, Jane laPlante, Michael Linnell, Steve Lipp, Teresa Loftesnes, Holly Major, Janna McKechnie, Annette Mennem, Jerry Migler, Robert Norman, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Steven Shirley, Jessica Smestad, Karina Stander, Katie Tyler, Doreen Wald, Jonelle Watson, Laurie Weber, Deb Wentz, Brent Winiger and George Withus

Absent: Jorge Baez, Penny Belgarde, Lisa Borden-King, Anna Dykeman, Andy Heitkamp, Tiffany Heth, and Brian Smith

Guests: Ann Bougard

Approval of minutes: minutes of the July 15, 2020 meeting were approved as presented.

New Business

1. Senate Reports

SGA

- No report as they have not met this semester

Faculty Senate

- No report as they have not met this semester

Staff Senate

- K. Stander is the latest High 5 recipient; encourage people to nominate deserving staff
- September 14-18 is State Employee Appreciation week and we will have special events taking place; food options will be somewhat different this year due to COVID 19
- Looking at different options for professional development opportunities to maintain social distancing

2. President's Report

- A huge thank you to the entire campus for getting the campus ready to have students here again; there has been much preparation and planning that has taken place since last March
- First day enrollment numbers do show a decrease from last year's first day, however, dual credits are starting to come in and that should raise the number with a net drop from last year to about 3.5%; we knew this would happen with all the uncertainties due to COVID; positive numbers for incoming freshmen
- Thanks to everyone who also got tested for COVID; we have about 1,700 on campus who were tested; we will continue with serial testing throughout the semester

3. Acknowledgements

NDCPD – have staff out in seven counties from infant development; we are following protocols with PPE; addressing some other protocols now that students are back on campus; celebrating 30 years this year – plans are underway to host some digital events; working with DPI on grant that we would partner with on personal development for SPED

Wellness – reminded everyone to take time for themselves during this pandemic; still have the bike rental program for students as well as a variety of outdoor games they can check out

VPAF – new HR director is Laurie Davis and she will start on September 8; guidelines were sent to campus regarding COVID notices, etc. more clarification will be forthcoming; looking at splitting some departments to reduce possible risk; tuition revenue is looking better than originally thought; B. Winiger was thanked for all the extra work he has been dealing with during the absence of an HR director

Athletics – have met with all athletic programs and went through protocols for access to facilities; very proud of the response of coaches and student athletes in light of not being able to participate in sports competitions this fall; athletes are still working with coaches and will be able to start practices on Thursday and will get back into a rhythm of a regular sports season just without any games; hope is to have something more normal in the spring

International – helping new students get settled and welcoming back returning students; moved F-1 regulations workshop to a virtual format; offering additional ways for students to connect with office via Teams and virtual drop in hours; OPT fee increasing from \$410 to \$550 in October; U.S. government has made some short-term temporary exceptions to the face-to-face requirement for fall 2020

Title IX – have implemented new policies; training will be coming out in the next couple of weeks

VPAA – thanks to R. Norman in getting a lot of instructional sessions ready for faculty; also S. Saltveit, D. Tiedman, L. Cresap, D. Ringrose, S. Kast, H. Pederson, D. Olson, G. Withus, facilities management, and Registrar in getting classrooms ready and training completed for classes to begin

Student Health – D. Haman, director of student health, was welcomed to the group; students have been great considering how stressful this time of the year is especially while dealing with COVID concerns; please be patient with getting your COVID testing results – we may get 600 or more results in a day and they are not in alphabetical order

VPSA – currently have 22 students in isolation or quarantine; serial testing will begin next week and hopefully will continue each week thereafter; remind people to wear a mask – we need to get this right from the beginning; encourage people to download the Care 19 app to assist in contact tracing; thanks to K. Tyler, J. Mrozick, and T. Loftesnes and crew for the efforts they put into recruiting materials

Advancement – held a Foundation meeting yesterday and they approved the purchase of the Beaver Ridge apartment complex across the street from campus; eventually this unit will be exclusively for students; our database provider (Blackbaud) notified us of a security breach affecting around 34,000 records; information

they received was very limited with no banking or credit card information disclosed – letters will go out to those in the database to alert them; hoping to break ground yet this fall on the Summer Theater renovation

Military Resource Center - participating in the annual America's Warrior Partnership this week; busy with VA certifications; contact office if interested in suicide prevention and/or military culture presentations; watch for announcements of Patriot Day events; Troops to Teachers on campus 9/24

AVPAA – thanks to K. Tyler and B. Odahlen on moving student orientation and welcome day events to a virtual format

Library – new online catalog is available; we have 86 textbooks that can be reserved; P. Hunt has submitted her retirement

University Communications – President's report is out; will be sending a new digital newsletter to President Club donors; updates to the COVID page are ongoing; added updated COVID HR policies; have 76 Care 19 alert app users now – none in tracings

Marketing – please wear your name tags so students and parents know who works here should they have any questions; have completed several new videos; need to look at celebrating POWER center's renewal of their grant as well as the grant SPED received

Power - \$2.61M funding for next five years

Alumni – we were not able to have many of our summer events due to social distancing concerns; did have a golf outing in Kenmare and Velva; since we are not having a physical homecoming, we are currently looking at having some virtual events to engage alumni and community

NA – have many students stopping by the Center; have had many meetings outside of the Center due to social distancing protocol; attended a student athlete town hall meeting regarding racial and gender issues on campus; have been doing some recruiting with SPED; need to address a gap in academic advising over the summer

DCB – on campus enrollment is down a bit but online is up compared to a year ago; have renovated the photography studio and it turned out very nice; have hired an architect for the renovation of the dining hall; the ag program does have some courses on drone usage and DCB is of 26 colleges across the nation to be approved by the FAA to offer collegiate training in drones; will have the HLC verification visit this fall

Grad School – have reactivated the Psychology program and so far, we have confirmed six students enrolled and four more that are working on it

CEL – Hyflex training has been taking place with faculty; have had over 500 views on training materials; have seen a lot of growth in online courses

IR – NDUS is funding Burning Glass software which helps identify job data; looking at new survey software as the cost of the one NDUS is using now is prohibitive; reminder that all data requests are now submitted through an online format that goes directly to the IR office

Security – busy with setting up building access; ID cards should work for after hours access; developed an organized schedule for fingerprinting to meet social distancing protocols

Student Center – very busy with student ID and meal plans; our great staff in MSU Life hosted a bingo in person/virtual event and had over 350 students attend in person and another 117 virtually; everyone seemed to enjoy themselves and holding the in person event outside allowed for social distancing

Registrar – many questions that are new this year; enrollment stats went out to everyone this morning; have received our diploma padfolios and they have been mailed

Housing – everyone is settling in; around 351 for residence halls

Enrollment – admitting last minute applicants; have about 25 students left from orientation that we need to get set up with advising

Publications – the call for annual bulk envelope and letterhead orders will be going out soon- this allows for significant savings; also updates for the directory will be requested soon; we renewed the Xerox contract and will be getting a newer model; we have available untearable and washable paper for printing projects which will save money on laminating services

Business Office – thanks to the staff on finishing another fiscal year; many hours of work go into closing out the books; ready to start the biennial budget process; still figuring out financial aid distribution

Financial Aid – if you have not submitted your waiver for any dependents please get them in soon; will be working with student workers in completing their forms through email; also working on the Handshake program which will allow for posting of student employee opportunities; lot of student traffic but handling most through phone, email, etc.

IT – still getting classrooms set up as we get parts in; thanks to all staff in IT for their tireless work and the campus for their patience on getting work orders done

Other – still looking at a face to face recognition event for graduates from last spring

Adjourned at 10:42

Respectfully submitted, Deb Wentz