

University Cabinet Minutes
June 17, 2020

Present: Brent Askvig, Jorge Baez, Lynda Bertsch, Lisa Borden-King, Paul Brekke, Jeremy Feller, Laurie Geller, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Tiffany Heth, Erik Kana, Jane laPlante, Mike Linnell, Teresa Loftesnes, Holly Major, Annette Mennem, Jacek Mrozik, Robert Norman, Beth Odahlen, Darren Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Steven Shirley, Jessica Smestad, Karina Stander, Katie Tyler, Marc Wachtfogel, Doreen Wald, Laurie Weber, Deb Wentz, Brent Winiger and George Withus

Absent: Penny Belgarde, Andy Carter, Libby Claerbout, Lisa Dooley, Anna Dykeman, Melissa Fettig, Janna McKechnie, Jerry Migler, Cari Olson, Brian Smith, and Jonelle Watson

Guests: Rick Heit and Elizabeth Sund

Approval of minutes: minutes of the May 20, 2020 meeting were approved as presented.

New Business

1. Senate Reports

SGA

SGA president J. Baez provided the following report:

- Will hold a vote of the student body this fall regarding the Student Center renovations
- Currently working on securing Beavers Savings Discounts for the coming year
- Wants SGA officers and senators to have a more visible presence on campus after the school year starts

Faculty Senate

Faculty president L. Borden-King provided the following report:

- Going through results of the faculty satisfaction survey that was completed last spring
- Will complete committee assignments in the fall
- Syllabi is going well
- Preparing for face to face classes in the fall

Staff Senate

Senate president, M. Linnell provided the following report:

- We had a meeting yesterday where nine new members were welcomed. New officers include: L. Benson, President; P. Stroklund, Vice President; D. Tiedman, Secretary/Treasurer
- The satisfaction survey is being finalized and should be complete in the next few days
- Members were asked to sign up for the various committees

2. President's Report

- The SBHE at their last meeting did pass a public statement that all campuses with the NDUS would offer face to face classes in the fall, with all necessary precautions taken to assure the safety of all

- There will have to be modifications made to allow for a traditional opening
- There was some talk of moving the calendar start date, but all campuses agreed to have it remain as it is with the understanding that there may need to be delivery changes later in the semester as we hit flu season
- M. Fettig and K. Stander have been meeting with President's staff to discuss protocols for students returning and opening of the residence halls
- M. Fettig has been working very closely with various health agencies, and in particular with the First District Health Unit; the FDHU will be on campus next Wednesday, June 24 to offer free COVID-19 testing to any faculty and staff – please encourage participation; this will be held in the old physical plant garage area; this will be the less invasive oral swab test; we will get clarification if students on campus would qualify for the test
- The Governor had proposed that state agencies reduce their budgets 5-15% with higher education at a 10% reduction; the NDUS will propose to the SBHE that we submit a needs based budget just as we did two years ago – this will be voted on at their June meeting. The ultimate decision will be made by the legislature at their next session starting in January 2121
- Campuses have also submitted capital projects they would like to have included in the budget; we have submitted a request to have a complete renovation done in Hartnett Hall which would be around a \$25M project; MSU has not had any projects approved for several years
- These requests will go to the SBHE where they will be ranked in order of priority before moving on for further approval
- MSU Student Life and MSU Diversity Council are working with the local Black Lives Matter group to sponsor a city-wide Juneteenth event on Friday; the event will start at City Hall with a flag raising and various speakers followed by a group march to Oak Park for more presentations, food, and games; if anyone wants to participate they should be allowed to participate, however, it is like any other off campus event, they would have to use annual leave for the part of the day they are gone

IT – have the usual busy summer; setting up classrooms to allow for distancing as well as technology to assist with that; have 150 licenses for remote access with many programs available to students so they don't have to purchase them; please be patient with work orders as COVID has caused more work than the usual summer preparation for classes to begin

VPAF – we have applied for money through the CARES Act and should know by next Wednesday what that will amount to – this will be used to enhance technology in the classroom; the SBHE Budget Finance approved our new tuition model yesterday

Financial Aid – focus is on getting ready for fall; have adjusted the office layout to comply with COVID requirements; thanks were extended to the financial aid staff for their quick distribution of the emergency funding and the CARES funding

Publications – have adjusted the office layout; all requests must be through email if possible; any appointments will require a mask

HR – FMLA update to preserve up to 40 hours of annual and sick leave was approved; discussed the Supreme Court decision regarding non-discrimination based on sexual orientation, gender identity, etc., in the workplace; MSU already had these policies in place

Enrollment – had 199 students in the first virtual orientation; 146 are scheduled for next week; college fairs for fall are still undecided as many schools are going to virtual events; will conduct campus tours again (1 per day)

Bookstore – will be opening shortly for at least a few hours per day; will arrange for social distancing, masks, etc.; we are at about 75% of fall book adoption

International – updating web pages; students coming from out of country must quarantine for 14 days; this could affect some students who may have waited to get their Visa; these students may be able to take some classes online and then on campus in the spring

Housing – still updating halls with paint, carpet, etc.; will offer a single room rate should students request one; we are not mandating single rooms as we would not have enough; updating the handbook and student code of conduct

Honors – have everything from the honors center ready for move over to Old Main

Registrar – revising the classroom policy to allow for distancing; evaluating space issues in classrooms; focusing on non-returning students from last spring to now with follow up calls, emails, etc.

Student Center – have made some office changes to allow for social distancing – for IDs you can submit your own photo; looking to reconfigure meeting rooms; some changes coming to Beaver Dam and dining area; ready to adapt to virtual activities if need be

Security – did have a stolen bike reported last week by Campus Heights student; will be adjusting fingerprinting process to allow for distancing; Loss Control Committee updated the infectious disease policy

ASC – thanks to all who helped with the virtual orientation – seemed to go quite well; welcome weekend will look very different this year; some virtual tutoring is taking place now

CEL – summer online is going very well; we have had development of some courses that have never been offered online before; professors have done a great job and we will showcase and share the innovative ways classes are being offered with all faculty to share best practices; Blackboard hosts a national conference every year but due to COVID, it will be offered online and free to faculty; looking at some virtual options for College for Kids; testing center has protocols in place and is fully up and running

Grad/COB – focus has been on recruiting for Grad and enrollment is looking well; new rules regarding licensure whereby colleges and universities are required to be authorized to offer online degree programs in the states where their student reside; will reconnect with University of Lodz for MBA cohort

NA – updated web page; three recruitment trips have been canceled; did a virtual tour of the center and it went well; will do more in the weeks ahead; after the Facebook-live tour of the center, was contacted by a regional free-lance writer for Native publications in the Midwest and he will be interviewing Annette for a story on MSU and the center; will be in the Turtle Mountain Days Parade in July

Career Svcs – looking at maybe hosting a healthcare fair in the fall – either virtual or at the Dome; moving the etiquette luncheon to the spring; doing some presentations on Teams for classrooms this fall; attended a meeting with Magic City representatives regarding a career fair for freshmen and sophomore high school students

Marketing – lots of different campaigns taking place – all digital; using more creative style of imagery; many good comments on GRADical Week

UComm – president's report out in August; working with Marketing on the recruitment pieces

Library – rearranged furniture to allow for distancing; study rooms are now limited to 10 people; waiting on a barrier for the circulation desk before opening

AVPAA – thanks to all that helped with the virtual orientation – went well

Military Resource Center – June is PTSD Awareness month; there is information for faculty and staff on their resource center web site; attending virtual webinars; June 25 participate in the PTSD walk to Oak Park

Advancement – submitted donor gifts for challenge grant – these will be mainly for scholarships; the Beaver Ridge complex to the east of the campus, will be purchased by the Foundation this summer; will remain as available to the public for now but may change that to student housing in the future; first Alumni and Friends golf event June 30 in Bottineau

VPSA – received executive summary from the enrollment management group which addresses strategies for transfer as well as online students; thanks to all who put all the work into the recruiting campaign; meeting with direct reports on protocols for this fall when students are back; we are down 143 students for this fall; interviewed a student health director candidate yesterday and will follow up with the hiring process

VPAA – C. Olson and R. Ringham have pulled together a list of students who were enrolled for spring and have not yet done so for fall – contact will be made with these students; have pretty much all faculty positions filled – interviewing for the SW position in Fargo; prepping for fall – arrangement of classrooms, schedule flexibility, masks, classroom capacities, and technology issues

Wellness – have about 40 users per day; next month plan to open weight room and limited rock wall; hosted several virtual events; have started the bike share again

NDCPD - focus has been on restart with COVID; have about 50 people on campus doing various things; did an evaluation of the office space and will need to make adjustments for distancing and direct contact; opening will more than likely happen in phases; will have a virtual staff meeting for all staff on June 30; do have some staff that are very nervous about returning to campus and they will be directed to HR

Adjourned at 10:37

Respectfully submitted, Deb Wentz