

University Cabinet Minutes
February 17, 2021

Present: Jorge Baez, Lindsey Benson, Lynda Bertsch, Lisa Borden-King, Paul Brekke, Andy Carter, Libby Claerbout, Laurie Davis, Lisa Dooley, Anna Dykeman, Lori Garnes, Laurie Geller, Deb Haman, Kevin Harmon, Rick Hedberg, Andy Heitkamp, Tiffany Heth, Jane laPlante, Michael Linnell, Teresa Loftesnes, Holly Major, Janna McKechnie, Annette Mennem, Jerry Migler, Jacek Mrozik, Robert Norman, Beth Odahlen, Cari Olson, Gary Orluck, Leon Perzinski, Rebecca Ringham, Steven Shirley, Jessica Smestad, Karina Stander, James Sturm, Katie Tyler, Jonelle Watson, Laurie Weber, Deb Wentz, Brent Winiger and George Withus

Absent: Penny Belgarde, Jeremy Feller, Erik Kana, Steve Lipp, Brian Smith, and Doreen Wald

Approval of minutes: minutes of the January 20, 2021 meeting were approved as presented.

New Business

1. Senate Reports

SGA

- Elections are coming up
- SGA passed a resolution for purchasing parking permits on a semester by semester basis – this was forwarded for further review

Faculty Senate

- Faculty Senate is looking at three restructuring proposals – links are on the Senate page and will be discussed at the Senate meeting today – anyone is welcome to join
- Made it through 7 of the 32 changes proposed for Salary and Administration Policy; review in March
- Busy with curriculum materials – 180 requests have gone through the committee
- Elections coming up soon
- Had Assessment Day yesterday and covered many good reports
- HLC is underway
- Student Learning Assessment Committee put forth proposed university goals

Staff Senate

- M. Linnell was named the January High 5 recipient; two offices – Financial Aid and Enrollment Services received a shout out for excellent service
- Hosted two Dine to Donate events – Marcos Pizza and Slim Chickens which netted around \$233 for Staff Senate; will have another event at Buffalo Wild Wings on March 15 which will be an all-day event so there is no need to show a flyer
- We plan on doing our raffle drawings again this year – look for ticket sales to begin probably around mid-March
- Our Silent Auction will take place April 19 – 20 and we have chosen the Minot Homeless Coalition as the recipient of all proceeds made from the auction
- Professional development has been busy with sponsoring two upcoming events - Financial Wellness on February 25th and Customer Service on March 25th; co-hosting of Dr. Joseph Flynn, a social justice speaker on April 15

2. President's Report

- Legislatively, we are nearing cross-over of bills; SB2003 is the main bill for higher education; it is still in committee in the Senate but will soon go to the Senate floor in the next few days
- Latest from the committee if passed, would increase MSU budget by \$1.3M - still needs approval by committee and the full Senate before going over to the House side
- Part of this package is a 2% and 2% salary increase over the next two years
- Legislative forum this Saturday at 9:00 at the NDSF grounds
- House appropriations will take place on March 10th for MSU and DCB
- The legislative web site is a good source to research bills and watch live testimonies
- HLC will be here in April 2022 and we have a core group (Ringrose/Geller/Borden-King/five Criteria Chairs) that is working on information – please be responsive to any requests made by this group
- We are planning for a face-to-face commencement ceremony on May 14; will have a meeting today to discuss hooding logistics
- Currently on the Search Committee to select the next Williston State College president

3. Acknowledgements/Announcements:

GBO – new reference librarian starts on April 1, coming from Texas but originally from Minnesota

U Communications – Connections should be done by early March

Marketing – working on a new spring campaign focusing on various groups; launched a new freshman landing page and a transfer student landing page making it easier to find information they are looking for; meeting with departments to meet their needs; launched new design elements with some new accent colors and layouts to freshen up our brand; new billboards will be going up soon

Alumni – starting to plan events again; did postpone AZ dates to April; Gala planning taking place for a May 7 event; Beavers, Brew and Burritos coming in April

NA – Powwow is scheduled for April 30 – May 1; working with Dome staff on seating arrangements to meet protocols; honoring 2020 and 2021 graduates; limiting to 10 vendors and have two on waiting list; will be hosting a student event with Dr. Nwaigwe from Trinity Health talking about his career pathway and Covid 19 and measures to take going into spring break; Executive Board for the NA club has started an adoptive grandparent program with the various tribes; Minot Homeless Coalition director, Mac MaCloud will be discussing the Civil Rights movement – still waiting for a firm date; SB2304 would require curriculum within elementary and secondary settings for Native American history – passed the floor of the Senate and will continue on in the House

DCB – reviewing bids on dining center; Registrar's position is open and the Physical Plant manager has announced his retirement; will relocate our new Farm Management program, originally planned for Williston, to Stanley; interviewing next week and hopefully have position filled in the next month or so; legislatively, we are hoping to get funding for the Center for Rural Health Education (renovation of Old Main) which would enhance the nursing partnership with MSU and DCB ; CTE funding is another issue we are watching; moving forward with face-to-face commencement; enrollment is up from last spring

CEL – PSOL survey (on-line students) will go out on March 8 – please encourage students to participate

ASC – new student orientation dates have been confirmed; planning on in-person for spring and summer; there will be extra sessions as we are limiting the number of participants; schedules will be available mid-March; also incorporating more tutoring times for students; hiring peer mentors for the fall FYE and orientation leaders; FYE review committee meets weekly and encourage everyone to fill out the survey and participate in one of the upcoming open forums

IR – administering the SSI survey to on campus students

Security – risk management changed some of the reporting requirements for property damage on campus so the forms have been updated - facilities will no longer be involved with this and all should go through Security Director; any personal injuries need to still be filled out and sent to HR; prepping for State Class B boys and girls tournaments

Student Center – congrats to A. Hughes and her crew for all the work they have done to engage students

Registrar – working on Commencement; student registration is coming up at the end of March

Residence Life – Leadership Living and Learning Community kicks off Fall 2021; mainly focus on first year students with priority for leadership FYE students; interviewing for RHDs and RAs

Looyenga – have completed 9 workshops and have 21 to go; plenty of room for more students; working to put together a student leader retreat in May for all areas around campus that employ students in leadership roles

Business Office – thanks for completing the fraud training by the deadline

Enrollment – have been able to get out to some schools and have face-to-face meetings with students; planning two spring events – March 13 and 20

Fin Aid – scholarship deadline is here – keeping it open through today; then we will communicate with departments about dollars available and make awards; push for FAFSA completion

VPAF – budgeting, reporting and compliance activities taking place

IT – upcoming training on Teams for MS Office, Windows, Outlook, One Drive – encouraged to participate especially One Drive – it deals with data backup and is highly recommended; these will also be recorded for future reference; have about 50 work orders pending so thanks for your patience

Career – countdown to Commencement; attending a lot of classes and conducting workshops for graduates

Wellness – hosting a triathlon taking place in the building; Biggest Loser is still taking place; partnered with the Minot Curling Club to arrange an event; more activities coming up

Athletics – filled a vacancy as our Compliance Officer; gearing up for several high school basketball tournaments; completed regular season for basketball; looking forward to spring sports

International – Canada implemented a new travel restriction which would require a negative Covid test to enter; we will be reminding our students prior to spring break; busy with tax season; Costa Rica plan is set for May 2022

HR – reminder that evaluations are due by March 31

NDCPD – there have been a few office moves to accommodate the Director and Associate Director positions; A. Armstrong is the Assistant Director – she will still do the OSP duties; B. Fifield access scholarship that is awarded every year and is given to a student with a disability – please send referrals; tracking SB2269 to change Century Code to allow public schools to apply for a postsecondary transition grant program to help pay for programs like A-step; they are planning on up to three ND universities and 30 students per campus

VPAA – notice sent regarding EERC at UND that has a summer internship program for students to apply, need to be interested in energy and at least a junior - regardless of discipline; school psych new faculty member Penny Craven; thanks to all of the Assessment Gen Ed, and Co-curricular Committees for all their work on Assessment Day activities

Student Health – first case of UK-Covid has been confirmed in ND – thought to be more contagious so maintain protocols; testing will move to the Student Center Conference Center for three weeks in March due to basketball tournaments; looking for volunteers to direct traffic to the proper area; discussing what will happen at end of March with National Guard helping; interviewing for nurse practitioner

VPSA – spring break week will only have one test day, Tuesday, the 16th; after that we will go back to testing two times a week; SEM meetings continue with the goal of holding two per week

VP Advancement – Giving Day will take place on April 14 and we have identified around 50 projects across the campus to donate to; this runs for 24 hours in which to participate and there will be some matching funds available; donor visits continue with J. Feller in Ohio and President and VP will travel to AZ beginning of March; a FL visit will take place at the end of March; construction continues on Summer Theater Phase 1; will open bids for Phase II at the end of February – continue to fundraise for this project

Military Resource – thanks to the numerous offices across campus who gathered and provided information to complete and submit the Minot State University's Corrective Action plan to the DoD; will present regarding Military Educational benefits and MSU at MAFB tomorrow; attending the NASPA conference next week; gathering final remediation evidence for the DoD to complete the 2020 Voluntary Education Institutional Compliance

Bookstore – commencement orders are almost ready to be sent out; clearance sale is going on and the store will be closed Friday before spring break (March 12) for inventory

Adjourned at 10:45

Respectfully submitted, Deb Wentz